

Advertisement

Associate Experts (JPO) Programme

Associate Expert in Information

*United Nations Secretariat,
Department of Peacekeeping Operations
Peacekeeping Situation Centre, United
Nations Operations and Crisis Centre,
Research and Liaison Unit*



Closing date

5 July 2015

Vacancy Announcement INT-094-15-P056-01-V

I General information

Title:	Associate Expert in Information
Sector of Assignment:	Political Affairs
Country:	USA
Location (City):	New York
Agency:	United Nations Secretariat, DPKO, Peacekeeping Situation Centre (SitCen)/United Nations Operations and Crisis Centre (UNOCC) Research and Liaison Unit
Duration of Assignment:	Initially one year with the possibility for another year
Grade:	P1 step 1 or P2 step 1 in the first year, depending on the level of education and relevant working experience

Note: This post is opened in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Netherlands and is addressed **exclusively to Dutch candidates**. Candidates **MUST BE NATIONALS OF THE NETHERLANDS TO APPLY**. For general information on the Dutch JPO Programme see the website of the Dutch Nedworc Foundation: <http://www.nedworcfoundation.nl/Index.htm?hoofdpath=/NL/JPO/General%20Information.htm&hoofdhash>
Please read the criteria and conditions before considering applying.

The selected candidate is expected to start the assignment in **September 2015** or **January 2016**.

II Duties, responsibilities and Output Expectations

General: To support the work of the Research and Liaison Unit of Peacekeeping Situation Centre (SitCen)/United Nations Operations and Crisis Centre (UNOCC) in New York. The Associate Information Officer researches and evaluates information products and prepares assessments on developments in areas of current or future operations. The Associate Information Officer, during his/her tenure, will contribute to the growth of the Research and Liaison Unit.

▪ **Reporting and Monitoring**

The Associate Information Officer, as part of the Research and Liaison Unit, SitCen/UNOCC will be assisting in the preparation of regular and ad-hoc reports/updates on developments related to peacekeeping operations and other UN missions and -field presence. The reports will be distributed to senior personnel in the Department of Peacekeeping Operations (DPKO), the Department of Field Support (DFS), and other UNOCC stakeholders, including Department of Management (DM), Department of Political Affairs (DPA), Department of Public Information (DPI), Department of Safety and Security (DSS), Office for the Coordination of Humanitarian Affairs (OCHA), Office of the High Commissioner for Human Rights (OHCHR) and United Nations Development Programme (UNDP). In addition, s/he will be assigned to monitor selected UN operations by attending video-conferences, internal/external task forces and Security Council debates.

▪ **Briefings**

The Associate Information Officer will contribute substantially to briefings on peacekeeping operations and other UN activities including the DPKO-DFS staff Town Hall briefings. S/he will also provide inputs to the regular briefings given by the Chief/Director of the SitCen/UNOCC to senior managers of DPKO and DFS.

▪ **Analysis and Research**

As one of the Associate Information Officer's core tasks, s/he will prepare, in consultation with the DPKO Regional Divisions and UNOCC stakeholders, analytical/assessment papers on a variety of issues related to peacekeeping and UN operational activities. In addition, s/he will be expected to contribute to analytical products: *inter alia*, "UNOCC Insight" products, conflict maps, trend analyses and profiles. S/he might participate in short assessment missions deployed within his/her area of responsibility.

▪ **Crisis management and Liaison support**

The Associate Information Officer will assist UNOCC Watch Room colleagues as and when crisis management circumstances might require. S/he will also support liaison-type activities, including with counterparts in the field and stakeholders across the UN Secretariat in order to enhance the support to and usage of situational updates and analyses produced.

▪ **Policy support**

The Associate Information Officer will provide support to the development, implementation and improvement of strategic policy documents such as UNOCC directives, policies and guidelines on crisis management, reporting and Joint Operations Centre (JOC) and Joint Mission Analysis Centre (JMAC). S/he will assist in strengthening communication, information sharing and best practices between JOC and JMAC-like structures in the field. S/he will also assist in organising the annual JMAC training in Oslo and the biannual Chiefs JMAC workshop.

III Training component: Learning elements and expectations

On completion of the assignment, the Associate Expert will have/be able to

- Prepare briefing materials for senior staff;
- Write assessments on political and operational developments;
- Understand planning and support aspects of UN peacekeeping operations;
- Work with cartographic products and geographic information systems;
- Support the functioning of a 24/7 crisis response facility.

By the completion of his/her first year, we would expect that the applicant would have a broad-based knowledge of UN peacekeeping, political affairs, and mission support, as well as knowledge of and contacts with a wide range of relevant UN Departments and Offices and UN Agencies, Funds and Programmes, NGOs, and inter-governmental organisations. S/he would also be expected to have developed his/her skills in drafting and synthesising materials and producing reliable, succinct reports.

The AE/JPO training programme includes the following learning elements:

- Possibility to participate in the orientation programme for Junior Professional Officers and Associate Experts in Turin scheduled to take place in September 2015.
- On-arrival briefing in New York.
- Possibility to participate in the Organization's learning and development programmes for staff at all levels. Programmes are aimed at developing core values, core and managerial competencies and promoting a shared organizational culture and values.
- The JPO position includes a Duty travel and training allowance (DTTA) of \$4000 per year which may be used for learning activities related to the assignment and career development.

IV Supervision

Title of supervisor:

Coordination Officer/Head of the Research and Liaison Unit, SitCen/UNOCC

Content and methodology of supervision

Review and explanation of tasks; induction briefings and on-the-job training; guidance and evaluation provided as needed. The UN Performance Evaluation System (ePAS) will serve as the primary platform to evaluate the performance of the Associate Expert.

V Required Qualifications and Experience

Education:

Advanced university degree in international relations, political science or other relevant field. A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree.

Working experience (incl. internships and volunteering):

A minimum of 2 years and a maximum of 4 years of work experience required. Previous exposure to operational or analytical work in an international context is desirable.

Languages :

Fluency in English. Knowledge of French or other languages is an advantage.

Other Skills:

Proficiency in computer skills and use of databases, including experience in MS Word, Excel and PowerPoint, as well as use of the Internet and electronic media applications.

UN Competencies:

Professionalism: Ability to conduct independent research and analysis and to function effectively in a stressful environment.

Planning and Organizing: Ability to establish priorities and to plan, coordinate and monitor tasks in accordance with the work plan.

Teamwork: Good interpersonal skills and ability to work well within a multicultural, multi-ethnic environment.

Client Orientation: Ability to establish and maintain productive partnerships.

Communications: Solid drafting skills and ability to communicate well verbally.

VI Background information on Agency/Department/Section

The Situation Centre (SitCen) was formed in 1993 in DPKO to provide situation monitoring and exchange of information services between UN Headquarters in New York and UN field missions worldwide. Since 2013, the SitCen became part of the larger UN Operations and Crisis Centre (UNOCC). Serving as an information and crisis hub at headquarters, the UNOCC supports senior leaders across the UN System to enable informed, coordinated and timely decision-making and strategic engagement on operational and crisis-related issues. The Centre provides a common operational picture of UN engagement in the field and acts as the common venue at Headquarters to facilitate response to crises in the field through its core functions in four areas including situational awareness, crisis management facilitation, situational analyses, and executive communications.

The SitCen/UNOCC provides daily briefings to senior managers, presents ad-hoc briefings upon request, and maintains constant situation displays and continuous event monitoring, using maps, statistics and basic political, military and humanitarian information. It also provides services to Member States of the UN through their Permanent Missions in New York. It has a responsibility with regard to all UN missions for matters of safety and security, especially during the silent hours.

VII How to apply

Candidates who would like to apply should do so by e-mail only, indicating the VA Number in the subject heading of the e-mail to tcrecruit@un.org

Applications must include a letter of motivation and the United Nations Personal History Statement. This form can be downloaded from <http://esa.un.org/techcoop/associateexperts/index.html>

Applications must be received no later than **05 July 2015**. Applications received after this date will not be considered. Applicants will receive a confirmation of receipt. **Only short-listed candidates will be contacted thereafter.**