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| <h1>Advertisement</h1>  |  |  |
| Associate Expert Programme  |  |   |
| <b>Associate Expert in Political Affairs</b>  |  |   |
| <i>UN Department of Political Affairs<br/>Security Council Secretariat Branch</i>   |  |   |
|   |  | <b>Closing date 30.04.2012</b>  |
| <b><u>Vacancy Announcement INT-010-09-P134-01-V</u></b>   |  |   |
| <b>I General information</b>  |  |   |
| <b>Title:</b>   | Associate Expert   |   |
| <b>Sector of Assignment:</b>  | Political Affairs  |   |
| <b>Country:</b>   | United States of America   |   |
| <b>Location (City):</b>   | New York   |   |
| <b>Agency:</b>  | United Nations Secretariat,<br>Department of Political Affairs (DPA)<br>Security Council Affairs Division (SCAD)<br>Security Council Secretariat Branch (SCSB) |   |
| <b>Duration of Assignment:</b>  | Initially one year with the possibility to extend up to 3 years  |   |
| <b>Grade:</b>   | P1 step 1 or P2 step 1 in the first year, depending on the level of education and relevant working experience  |   |
| <i>Note : this post is opened in the context of the Associate Experts/Junior Professional Officer (JPO) scheme sponsored by the Government of the Netherlands and is addressed exclusively to <b>candidates from developing countries</b> – For criteria see the website of the Dutch Ministry of Foreign Affairs: <a href="http://www.minbuza.nl/en/key-topics/development-cooperation/associate-experts-programme">http://www.minbuza.nl/en/key-topics/development-cooperation/associate-experts-programme</a>. The position is for candidates with 2 to maximal 4 years of relevant working experience.</i>  |  |   |
| <b>II Duties, responsibilities and Output Expectations</b>  |  |   |
| General: To assist the Director of the Security Council Affairs Division to provide substantive support and secretariat services to the work of the Council.<br>Under the direct supervision of the Director of the Security Council Affairs Division, the Associate Expert will:   |  |   |
| <ul style="list-style-type: none"> <li>• Assist in the drafting of daily analytical summaries of the proceedings of the Security Council;</li> <li>• Document the evolution of the practices and working methods of the Council and conduct research concerning measures to enhance the responsiveness of the Secretariat Branch to the needs of the Council;</li> <li>• Participate in the updating of the Division's computerized databases on Lotus Notes and its pages dealing with the Security Council on the UN homepage (Internet).</li> <li>• As a member of the Activity Reports team, partake in other relevant duties as needed.</li> </ul> |  |   |
| <b>III Training component: Learning elements and expectations</b>   |  |   |
| Learning and Training will be taking place under the supervision and guidance of the supervisor, through "on the job" training and through Duty Training Funds.   |  |   |
| After the assignment the Associate Expert will be able to:  |  |   |

- Draft reports and related substantive material for the Chief of Branch and Director Division;
- Through research and analysis, provide substantive support to Council members, particularly the ten elected members. Some of these delegations, particularly those representing developing countries, are small and therefore appreciate any assistance and training that the Secretariat can provide;
- Monitor and assess the evolution of the practices with database management and web posting;
- Gain further experience with database management and web posting;
- Propose ways in which the Branch can be more responsive to the needs of the Security Council.

#### **IV Supervision**

**Direct supervision by:** Director, Office of the Under-Secretary-General for Management

**Content and methodology of supervision:** Elaboration of work plan, including objectives, activities and outputs. Ongoing review and appraisal of staff performance based on agreed work plan. Bi-weekly review of activities.

#### **V Required Qualifications and Experience**

##### **Education:**

Master degree or equivalent in political science, international relations or other related field. A first level university degree with a combination of relevant academic qualifications and/or 4 years working experience in relevant areas may be accepted in lieu of an advanced university degree.

##### **Working experience :**

A minimum of 2 to maximal 4 years relevant working experience is required. Experience in working within the United Nations system, its agencies or relevant international organizations, or extensive knowledge of the mandates and activities of these bodies is an asset.

**Languages:** English and French are the working languages of the United Nations. For this post excellent drafting skills in the English language are required. Knowledge of an additional official language is an asset.

##### **Other skills:**

Excellent computer skills, including proficiency in word processing and experience with Lotus Notes database and web-posting software. Background from Asian and or Middle East studies would be an additional asset.

##### **UN competencies:|**

**Professionalism** - Good analytical and research skills in matters related to the Security Council; good knowledge of political affairs related work, including Security Council matters;

**Communication** - Good oral skills and excellent drafting ability in a governmental/inter-governmental environment;

**Planning and organizational skills** - Ability to manage and plan own work and meet deadlines;

**Technological awareness** - Actively seeks to apply technology to appropriate tasks and shows willingness to learn new technology;

**Teamwork** - Good interpersonal skills; ability to establish and maintain effective working relations with people of different national and cultural backgrounds with sensitivity and respect for diversity.

#### **VI Background information on Agency/Department/Section**

The responsibilities of the Security Council Secretariat Branch of the Department of Political Affairs (DPA) are the following:

- (a) Providing substantive support and secretariat services to the work of the Council, including open meetings and informal consultations of the whole, as well as subsidiary

bodies of the Council and working groups;

- (b) Maintaining necessary liaison with the members and non-members of the Council and other departments and offices in the Secretariat, as well as with other organs and bodies of the United Nations system;
- (c) Preparing the daily summaries of the Council's activities for the Executive Office of the Secretary-General (EOSG), the Under-Secretary-General for Political Affairs and other senior UN officials;
- (d) Preparing the annual report of the Security Council to the General Assembly;
- (e) Processing and issuing reports of the Secretary-General and communications received from the Secretary-General and Member and non-members States as official document of the Security Council;
- (f) Handling and periodically issuing a list of official correspondence and communications received from non-governmental organizations and individuals relating to matters of which the Security Council is seized and in accordance with the appendix to the provisional rules of procedure of the Security Council.

More information online: <http://www.un.org/wcm/content/site/undpa/main>

### **VIII How to apply**

Candidates who would like to apply should do so by e-mail only at [tcrecruit@un.org](mailto:tcrecruit@un.org). Applications must be received **no later than 30. April 2012**. Please indicate **the VA Number** in the subject heading of your e-mail. Applicants will receive a confirmation of receipt. Applications received after this date will not be considered. Only shortlisted candidates will be contacted. Applications must include a letter of motivation and the United National Personal History Statement. This form can be downloaded from <http://esa.un.org/techcoop/associateexperts/index.html>. Should you encounter any difficulties in downloading the Personal History Statement, you may contact [tcrecruit@un.org](mailto:tcrecruit@un.org).