

Advertisement



Associate Expert Programme

Associate Expert in Political Affairs

*UN Department of Political Affairs
Europe Division*

Closing date 30.04.2012

Vacancy Announcement INT-010-11-P51-01-V

I General information

Title:	Associate Expert
Sector of Assignment:	Political Affairs
Country:	United States of America
Location (City):	New York
Agency:	United Nations Secretariat, Department of Political Affairs (DPA)Europe Division
Duration of Assignment:	Initially one year with the possibility to extend up to 3 years
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 Associate Expert / Junior Professional Officer (JPO) scheme sponsored by the Government of the Netherlands and is addressed exclusively to **people with the Dutch nationality**. – see criteria at the website of the Dutch Ministry of Foreign Affairs: <http://www.minbuza.nl/en/key-topics/development-cooperation/associate-experts-programme>. The position is for candidates with 2 to maximal 4 years of relevant working experience.

II Duties, responsibilities and Output Expectations

General: To assist the Director and the Team Leader in providing substantive support to the Secretary-General and senior leadership of the Organization on countries, regional organizations and cross-cutting issues covered by Europe Division.

Under the supervision of the Team Leader, the incumbent will:

- Maintain effective liaison with other UN entities, Member States, representatives of regional and nongovernmental organizations; Represent the Division in committee and other meetings
- Prepare and participate in meetings and collaborative projects with a wide range of actors and submit reports thereon.
- Take near verbatim notes of meetings of senior UN and DPA leadership;
- Prepare correspondence, talking points and briefing notes for senior UN officials including the Secretary-General and the Under-Secretary-General for Political Affairs;
- Engage in research and analysis with a view to assessing political developments in countries assigned and making recommendations for UN action;

III Training component: Learning elements and expectations

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 familiar with UN procedures and have gained insight into the Organization and its functions as related to its mandate of maintaining international peace and security;
- Be able to draft briefing notes and talking points and other material for senior UN officials' use.
- Be knowledgeable about the key issues related to DPA's mandate

IV Supervision
Direct Supervision by: Europe Division Team Leader, Senior Political Affairs Officer
Content and methodology of supervision: Daily interaction on assignments, weekly Divisional meeting with the Director of the Division, UN performance appraisal (start of assignment; mid-point review; final assessment, on an annual basis).
V Required Qualifications and Experience
Education: Master degree or equivalent in political science, international affairs, or other relevant discipline.
Working experience : A minimum of 2 to maximum of 4 years relevant working experience in international affairs with government, international or regional organizations, NGOs or research institutions. Previous experience and knowledge in European affairs is an advantage. Experience in the field, particularly in post-conflict situations and countries in transition is an advantage.
Languages: Fluency in English and preferably in French. Fluency in other European languages is an advantage. Very good drafting skills required.
UN competencies: Works collaboratively with colleagues (teamwork), speaks and writes clearly and effectively (communication), able to identify priorities (planning), and remains client focused in a fast-paced environment (client orientation).
VI Background information on Agency/Department/Section
The Department of Political Affairs (DPA) plays a central role in United Nations efforts to prevent and resolve deadly conflict around the world. DPA monitors and assesses global political developments with an eye to detecting potential crises before they escalate, and devising effective responses. The Department provides close support to the Secretary-General and his envoys, as well as to UN political missions deployed to areas of tension around the world with mandates to help defuse crises or promote lasting solutions to conflict. Europe Division monitors and analyses political developments in Europe. It provides the Secretary-General and senior UN leadership with briefing material, notes, communications and correspondence related to his interaction with European Member States and their respective leadership as well as with regional organizations based in Europe. Analyses include policy options for the Secretary-General and senior officials on conflict prevention and preventive diplomacy initiatives in the European region. It is a fast-paced environment that offers insight into and direct access to political decision-making at the UN. More information online: http://www.un.org/wcm/content/site/undpa/
VIII How to apply
Candidates who would like to apply should do so by e-mail only at 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 Nations 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 .