

# Advertisement



Associate Expert Programme  
**Associate Expert in Political Affairs**

*UN DPA and DPKO*  
*UN Liaison Office for Peace and Security*

**Closing date 30.04.2012**

## **Vacancy Announcement INT-010-11-P096-01-V**

### **I General information**

<b>Title:</b>	Associate Expert
<b>Sector of Assignment:</b>	Political Affairs
<b>Country:</b>	Belgium
<b>Location (City):</b>	Brussels
<b>Agency:</b>	United Nations Secretariat, Department of Political Affairs (DPA) and Department of Peacekeeping Operations (DPKO) UN Liaison Office for Peace and Security
<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

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**. For criteria see 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 Senior Liaison Officer to effectively interface with the European Union and other institutions based in Brussels as a peace and security focal point for DPKO, DFS and DPA.

Under the direct supervision of the Senior Liaison Officer/Team Leader:

- Assist the Senior Liaison Officer in liaising with the EU on all aspects relevant to EU support for UN operations, including the planning and deployment of EU and/or joint peacekeeping operations and support for special political missions, as well as support to mediation initiatives.
- Help facilitate communication and provide support for DPKO, DFS and DPA engagement and institutional dialogue with key EU institutions and actors.
- Monitor and report on EU policies, initiatives and processes relevant to the partnership with the UN in the area of peace and security.
- Undertake the development and implementation of joint activities and projects to improve EU knowledge and understanding of UN structures, peacekeeping and special political missions, conflict prevention and crisis management initiatives, including through lessons learned exercises and support, joint training initiatives, knowledge sharing, and other means, in cooperation with DPET and/or PPMSU.
- Provide information, guidance and analysis, and respond to requests from Headquarters and the field relating to EU crisis management, mediation and prevention capabilities and procedures.
- Maintain close working relations with UN agencies, funds and programmes located in Brussels that engage with the EU.
- Draft reports, background briefs, talking points, correspondence, speeches and other

<p>communications products as required by DPKO, DFS and DPA.</p> <ul style="list-style-type: none"> <li>• Provide background information, logistics and representational support to DPKO, DFS, DPA and senior field staff visiting Brussels as required.</li> <li>• Respond to queries on UN conflict prevention, mediation, peacekeeping and crisis management both at the headquarters and missions levels</li> <li>• Represent the Division in committee and other meetings</li> </ul>
<p><b>III Training component: Learning elements and expectations</b></p> <p>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.</p> <p>On completion of the assignment, the Associate Expert will</p> <ul style="list-style-type: none"> <li>• Be knowledgeable about the key issues related to DPA/DPKO/DFS's mandate and activities;</li> <li>• Have gained insight into the United Nations, the EU, NATO and its functions as related to the mandate of maintaining international peace and security;</li> <li>• Have developed contacts with officials in UN departments at UNHQ, and representatives of Member States, regional and nongovernmental organizations in Brussels;</li> <li>• Be able to draft briefing notes, talking points and other material for senior UN officials' use.</li> <li>• Be familiar with UN and EU relations, as well as their procedures.</li> </ul>
<p><b>IV Supervision</b></p> <p><b>Direct Supervision by:</b> Europe Division Team Leader and Senior Liaison Officer of the UN Liaison Office for Peace and Security in Brussels</p> <p><b>Content and methodology of supervision:</b> Daily interaction on assignments between the Associate Expert and her/his supervisors, UN performance appraisal (start of assignment; mid-point review; final assessment, on an annual basis).</p>
<p><b>V Required Qualifications and Experience</b></p> <p><b>Education:</b> Advanced University degree (Master's Degree or equivalent) in Political Science, International Relations, Social Affairs, Law or other related field. A first level university degree with a combination of relevant academic qualifications and working experience may be accepted in lieu of the advanced university degree.</p> <p><b>Working experience :</b> A minimum of 2 to maximum of 4 years relevant working experience in international affairs with government, international or regional organisations, 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.</p> <p><b>Languages:</b> English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Written and oral French is an advantage. Fluency in other European languages is an advantage. Very good drafting skills required.</p> <p><b>UN competencies:</b> Works collaboratively with colleagues (teamwork), speaks and writes clearly and effectively (communication) and remains client focused in a fast-paced environment (client orientation).</p>
<p><b>VI Background information on Agency/Department/Section</b></p> <p><i>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.</i></p>

*The Department of Peacekeeping Operations (DPKO)* provides political and executive direction to UN Peacekeeping operations around the world and maintains contact with the Security Council, troop and financial contributors, and parties to the conflict in the implementation of Security Council mandates. The Department works to integrate the efforts of the UN, governmental and non-governmental entities in the context of peacekeeping operations. DPKO also provides guidance and support on military, police, mine action and other relevant issues to other UN political and peace building missions.

*The Department of Field Support (DFS)* provides dedicated support to peacekeeping field missions and political field missions, especially in the areas of finance, logistics, information, communication and technology (ICT), human resources and general administration, in order to help missions promote peace and security.

*The UN Liaison Office for Peace and Security*, which is located alongside other UN offices in Brussels, is a new entity which is the culmination of efforts by DPKO, DFS and DPA to have a Brussels-based "peace and security focal point" to interface with the European Union and other institutions based in Brussels.

The Office provides liaison and support services to DFS/DPA/DPKO's interactions with the European Union (EU), the UN/UNDP Office in Brussels and other Brussels-based actors, e.g., NGOs, think tanks, etc., with particular focus on mediation, electoral support, conflict prevention/peacemaking activities, crisis management and peacekeeping and peace building support. Amongst other things, it will provide timely information, advice and analysis on EU policy developments and activities related to peace and security. As such, it will be available to provide direct support to DPA/DPKO/DFA Divisions and Units in their interactions with the EU.

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](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 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](mailto:tcrecruit@un.org).