

Advertisement

Associate Experts Programme

Associate Expert in Political Affairs

*United Nations Secretariat,
Department of Political Affairs,
Security Council Affairs Division*



Closing date
06 October 2014

Vacancy Announcement INT-010-14-P055-01-V

I General information

Title:	Associate Expert in Political Affairs
Sector of Assignment:	Political Affairs
Country:	USA
Location (City):	New York
Agency:	United Nations Secretariat, Department of Political Affairs, Security Council Affairs 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 Junior Professional Officer (JPO) scheme sponsored by the Government of the Netherlands and is addressed **EXCLUSIVELY TO CANDIDATES WITH THE DUTCH NATIONALITY**. For criteria see also the website of Nedworc Foundation:

<http://www.nedworcfoundation.nl/Index.htm?hoofdpath=/NL/JPO/General%20Information.htm&hofdhash>

II Duties, responsibilities and Output Expectations

General: To support the work of the Security Council Affairs Division through the duties and responsibilities listed below.

Under the supervision of the Chief of Branch, the incumbent will undertake a range of activities, including the following:

A) Substantive support:

- Assist in the drafting of daily analytical summaries of the proceedings of the Security Council and/or its subsidiary bodies;
- Assist the Chief of Branch and Secretaries of the Security Council Sanctions Committees and other subsidiary bodies in providing substantive support to those organs of the Council, as well as to expert sanctions panels/monitoring groups;
- Assist the Secretaries of Sanctions Committees in providing substantive support to those Committees;
- To prepare responses to queries on procedural and constitutional issues related to the Security Council from Member States, Secretariat officials, or the media.

B) Research and Liaison:

- Document the evolution of the practices and working methods of the Council and/or its subsidiary bodies and conduct research concerning measures to enhance the responsiveness of the Division to the needs of the Council,
- Engage in research and analysis on the implementation of UN sanctions regimes and assess the effectiveness of sanctions regimes and their possible collateral effects, including possible negative effects on development;
- To conduct extensive research and analysis and draft, edit and revise studies for the Repertoire of the Practice of the Security Council.
- Assist the Division in identifying how and where the capacities of States, including developing States, could be strengthened to facilitate the implementation of sanctions;
- Maintain effective liaison with other UN departments, Member States, representatives of regional and nongovernmental organizations in connection with issues on the agenda of the Security Council and on the implementation of sanctions.

C) Back Office:

- Providing administrative support and background material to expert sanctions panels/monitoring groups established by the Council.
- To assist in the further development of the Division's computerized databases on Lotus Notes capturing the contemporary practice of the Security Council and participate in the updating of the Division's computerized databases on the Security Council website:
<http://www.un.org/en/sc/>
- Perform other duties as required.

III Training component: Learning elements and expectations

Depending on the exact area of assignment, on completion, the Associate Expert will be able to undertake a number of the following skills:

- Draft reports and related substantive material to applicable UN standards for senior officials within the Organization.
- 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 of the Security Council 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 and its subsidiary bodies.
- Provide substantive support to Sanctions Committees and other subsidiary bodies of the Security Council;
- Draft reports and related substantive material for the Security Council, its subsidiary bodies and the Repertoire;
- Assess the implementation and effectiveness of sanctions regimes and sanctions expert panels;
- Assess the inter-relationship between capacity building and implementation of sanctions;
- Liaise with delegations, regional bodies, economic institutions and NGOs so as to provide responses regarding the implementation of sanctions imposed by the Council.
- Appreciate the roles played by the Security Council, the Sanctions Committee, the Panel of Experts, and the UN Secretariat

- Conduct research on analysis on the practice of the Security Council.

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

- On-arrival briefing for Associate Experts based 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.
- A Duty travel and Training Allowance (DTTA) of 4000 USD per year to be used for learning activities related to the assignment.

IV Supervision

Title of supervisor:

Chief of Branch

Content and methodology of supervision

Upon initiation of the assignment, the supervisor will conduct meetings to discuss and explain the terms of reference of the Associate Expert's assignment. Each of the duties and responsibilities contained in the job description will be discussed to ensure a common understanding and interpretation of the precise content, meaning and reading of the tasks. Overall goals of the assignment will be detailed and the expected contributions of the Associate Expert to the overall goals will be highlighted. During the first month of the assignment, the Associate Expert will work jointly with his/her direct supervisor to finalize an agreed upon work plan. The final work plan will be discussed and mutually agreed to by the Associate Expert and his/her supervisor.

Substantive supervision by Senior Political Affairs Officers/Political Affairs Officers in the area of responsibility via ongoing interaction and regular meetings.

The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate of the Associate Expert's performance.

V Required Qualifications and Experience

Education:

Advanced University Degree (Masters degree or equivalent) in political science, international relations or other related field.

Working experience (incl. internships and volunteering):

A minimum of two years and a maximum of 4 years of work experience in international affairs, with exposure to analysis and research in international politics. Experience in working with and/or knowledge of the United Nations, its agencies or relevant international organizations is desirable. Good knowledge of the mandates and activities of the United Nations Security Council 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 of the United Nations is required.

Other skills:

Database management skills, especially for Lotus Notes-based databases is preferable

UN competencies:

Professionalism: Excellent knowledge of and experience with the policies, procedures and practices

of the Security Council. Ability to organize and summarize information required for the preparation of relevant documentation for the Security Council and its subsidiary bodies. Ability to identify and analyze political, ethnic, racial, social and economic problems that cause civil unrest in a country or geographic area. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Planning&Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

VI Background information on Agency/Department/Section

The Security Council Affairs Division consists of three Branches and the Associate Expert will be deployed to at least one, if not two, of the following Branches during his/her assignment.

The Security Council Secretariat Branch provides substantive support and coordinates Security Council activities, including official Council meetings, informal consultations and missions to the field. The Branch liaises with, and provides advice to, the President of the Security Council, members of the Council and non-Council members; ensures the issuance and/or preparation of parliamentary documentation as well as dissemination of informal communications to Council members and maintains the Security Council's website. The Branch also provides administrative support for several working groups established by the Council. Among other documents, the Branch drafts the Security Council's Annual Report to the General Assembly. The Branch advises the EOSG and other senior UN officials on the work of the Security Council through regular summaries and provides background notes and assessments on issues meriting the attention of the Secretary-General.

The Security Council Subsidiary Organs Branch provides substantive support and guidance to the sanctions committees and Working Groups established by the Council which, inter alia: deal with conflict and post conflict situations, threats caused by international terrorism and threats caused by proliferation of unconventional weapons, etc. The Branch assists in the preparation of documentation; maintains effective liaison with Committee bureaux, Permanent Missions, regional and non-governmental organizations; assists in the execution of the decisions of the Committees, including by preparing Committee correspondence and coordinating efforts by national authorities and regional organizations in implementation of Security Council resolutions; and maintains archives and institutional memory of the relevant bodies.

The Branch also provides substantive and logistical support to the distinct expert mechanisms established by the Council to monitor its sanctions regimes. Those tasks include: identifying and recruiting suitable candidates to serve on these bodies, maintaining a roster of vetted candidates; providing substantive support and political advice to the experts. In the area of fair and clear procedures for individuals and entities inscribed on sanctions lists, the Branch also carries out the functions associated with the focal point de-listing process and provides substantive support to the Office of the Ombudsperson.

The Security Council Practices and Charter Research Branch is the advisory and research arm of SCAD. Its core functions are to prepare the Repertoire of the Practice of the Security Council, mandated by General Assembly resolution 686 (VII) of 5 December 1952; to provide guidance and information on Council practice/procedure to Member States, the Secretariat, NGOs and academics; the substantive servicing of the Security Council Informal Working Group on Documentation and Other Procedural Questions; familiarization of new Council members on the evolving practice and working methods of the Council and is the focal point on issues related to Security Council reform.

For more information see also

http://www.un.org/wcm/content/site/undpa/main/issues/security_council_affairs

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 **06 October 2014**. Applications received after this date will not be considered. Applicants will receive a confirmation of receipt. **Only short-listed candidates will be contacted thereafter.**