

Advertisement

Associate Experts Programme

Associate Expert in Political Affairs

*United Nations
Office of the Special Envoy of the
Secretary-General for the Sahel*



Closing date
02 November 2014

Vacancy Announcement RAF-010-14-P095-01-V

I General information

Title:	Associate Expert in Political Affairs
Sector of Assignment:	Political Affairs
Country:	Senegal
Location (City):	Dakar
Agency:	United Nations Office of the Special Envoy of the Secretary-General for the Sahel
Duration of Assignment:	Initially one year with the possibility to extension for another year. [Extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance]
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&hoofdhash>

Please read the criteria and conditions before considering applying.

II Duties, responsibilities and Output Expectations

General: To support the Office of the Special Envoy of the Secretary-General for the Sahel (OSES) in Dakar, Senegal.

Within delegated authority, the Associate Expert will be responsible for the following duties:

Political Analysis and Advice

- Contribute to identify, analyze and monitor political developments, trends and emerging issues in the Sahel.
- Contribute to assess implications and in make recommendations to senior management on possible policies, strategies and other measures to address issues of concern and to accomplish the objectives as set by the Special Envoy.
- Provide substantive support.

Reporting and Information Management

- Prepare summary and analytical reports including, but not limited to, situation reports, briefing notes, option papers, code cables and other substantive documents that fall under the responsibility of the Office of the Special Envoy for the Sahel.
- Prepare contextual information materials, such as background notes, talking points, and inputs for statements and speeches for the Special Envoy for the Sahel.
- Maintain an up-to date database for OSES

Planning, Coordination and Facilitation

- Contribute to the development and the establishment of collaborative and effective relationships with UN Common System entities and counterparts in Dakar and across the Sahel region as well as with international financial institutions, civil society actors, academic and research institutions, and other national and international partners for information-sharing, policy and coordination matters.
- Contribute to the development of action plans to advance the implementation of the United Nations Integrated Strategy for the Sahel.
- Prepare response letters for invitation and/or inquiries
- Support the preparations for official meetings, events and visits, including through the provision of Secretariat services and by drafting talking points for the Special Envoy for the Sahel, including preparation of written summaries of meetings/visits and assistance with follow-up activities.

Management/Administration

- Contribute to the formulation and implementation of the OSES programme of work.
- Support planning and budgetary processes.
- Perform other relevant duties as required.

III Training component: Learning elements and expectations

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

- Analyze regional political dynamics and make recommendations to senior management
- Prepare summary and analytical reports and manage information
- Plan, coordinate and facilitate regional cooperation processes
- Support planning and budgetary processes

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

- On-arrival briefing in Dakar.
- 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:

Senior Political Affairs Officer

Content and methodology of supervision

The incumbent will report to the Senior Political Affairs Officer or the Officer in charge in case of absence. He/She will also work closely with all OSES staff members. Establishment of a Work Plan: During the first month of the assignment, the Associate Expert will work jointly with his/her direct supervisor to finalize her/his work plan which should reflect the priorities of the political section of

OSES. Supervision and guidance are provided on a continuing basis. Evaluation: 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 (Master's degree or equivalent) in political science, international relations, social sciences, law, public administration, development studies or a related field.

Working experience (incl. internships and volunteering):

A minimum of 2 years and a maximum of 4 years of relevant work experience in political affairs, diplomacy, conflict resolution, or related field. Experience in political outreach, facilitation, analysis, advice and reporting is required.

Experience working on or in the Sahel is highly desirable.

Experience supporting a multi-stakeholder programme is desirable, as is experience engaging with International Financial Institutions.

Experience working in a United Nations common system field operation (inclusive of peacekeeping, political missions and UN agencies, funds, and programmes) - or similar international organization or non-governmental organization - in a conflict or post-conflict setting is an asset.

Languages :

English and French are the working languages of the United Nations Secretariat. For this position fluency in English, (both oral and written) is required.

UN competencies:

Professionalism - 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; is able to deliver under pressure; Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Communication - Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify, and exhibits interest in having two-way communication; Tailors language, tone, style and format to match audience; Demonstrates openness in sharing information and keeping people informed.

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.

VI Background information on Agency/Department/Section

The Sahel continues to require the attention and commitment of the international community as it faces multifaceted and complex challenges to long-term peace, stability and development.

In October 2012, the Secretary-General appointed a Special Envoy for the Sahel to develop and oversee the implementation of an integrated strategy for addressing the root causes of insecurity in the region, particularly under the four pillars of security, governance, humanitarian aid and development. Ensuring respect for human rights is recognized as an issue cutting across all four pillars. In its resolution 2071 (2012), the Security Council welcomed the appointment of the Special Envoy, stating that he should mobilize international efforts for the Sahel, coordinate the implementation of the United Nations integrated strategy on the Sahel and engage actively in defining the parameters of a comprehensive solution to the Malian crisis.

As requested by the Security Council in its resolution 2056 (2012), the United Nations has developed a strategy aimed at supporting the Governments and people of the region to address the causes of instability within a sustainable and long-term perspective. The Special Envoy briefed the Security Council on 26 June 2013 and presented the Secretary-General's report (S/2013/354) on the situation in the Sahel region, which received support from the Council.

On 1 May 2014, the Secretary-General announced the appointment of Ms. Hiroute Guebre Sellassie as his new Special Envoy for the Sahel and Head of Office (OSES). Ms. Guebre Sellassie succeeded Mr. Romano Prodi, who completed his assignment on 31 January 2014. Ms. Sellassie will continue to consult regularly with all concerned stakeholders at national, regional and international levels, to: (1) Galvanise political will of governments of the region to undertake structural changes that are required for the achievement of the objectives of the United Nations integrated strategy; (2) Improve coordination among the various initiatives on the Sahel; and (3) Ensure a coherent United Nations regional approach in the Sahel.

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 **02 November 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.