

Advertisement



Associate Experts (JPO) Programme

Associate Programme Support Officer

*United Nations Secretariat,
Department of Political Affairs,
Office of the Special Envoy for the Great
Lakes Region*

Closing date
19 April 2015

Vacancy Announcement RAF-010-15-P015-01-V

I General information

Title:	Associate Programme Support Officer
Sector of Assignment:	Programme Support
Country:	Nairobi
Location (City):	Kenya
Agency:	United Nations Secretariat, Department of Political Affairs, Office of the Special Envoy for the Great Lakes Region
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 from developing Countries (i.e. least developed countries)**. Candidates **MUST BE NATIONALS OF DEVELOPING COUNTRIES THAT APPEAR ON THE LIST OF THE FOLLOWING ELIGIBLE COUNTRIES FOR THE DUTCH JPO PROGRAMME:**

<http://www.nedworcfoundation.nl/pdf/List%20of%20eligible%20developing%20countries%20-%202015.pdf>

For general information on the Dutch JPO Programme and additional conditions see the website of the Dutch Nedworc

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

The selected candidate is expected to start the assignment in **September 2015**.

II Duties, responsibilities and Output Expectations

General: To support the work of the Office of the Special Envoy for the Great Lakes Region in Nairobi.

The Associate Programme Support Officer will support efforts to promote a coherent approach to programme management, implementation and monitoring within the Office of the Special Envoy for the Great Lakes Region for the effective implementation support projects of the Peace, Security and Cooperation Framework (PSC-F), the Action Plan under the Regional Commitments and the Work plan. The Associate Programme Support Officer will be reporting to the Chief of Staff and will work in close collaboration with the Senior Programme Officer, the Political Affairs Unit, Thematic Advisers, and Focal Points of Working Groups on the implementation of OSESG's Road Map and the Regional Commitments under PSC-F.

More specifically, the Associate Expert will undertake the following duties:

1. Support OSESG in strengthening Programmes services and activities in line with project cycle management principles;
2. Assist in the management of OSESG assistance projects in the form of project submissions, revisions and reallocations throughout the project lifecycle, project design, budgeting, monitoring and reporting in order to fulfill the requirements of OSESG Programme Management and Trust Fund policies;
3. Liaises with UN agencies and other stakeholders as appropriate to obtain maximum benefit and efficient use of resources in the implementation of assistance projects;
4. Prepare draft budgets and project proposals for new projects and extensions of ongoing projects as required;
5. Draft Programme Quarterly and Annual reports;
6. Prepare donor reports and funding proposals, including ad-hoc reports as required;
7. Provide support in preparing periodic substantive reports for implementing partners against donor contributions, projects and activities;
8. Provide support in preparing periodic financial reports as required;
9. Undertake missions to evaluate and improve the planning, programming, implementation and monitoring of assistance projects as may be required;
10. Perform such other duties as may be assigned by the Chief of Staff.

III Training component: Learning elements and expectations

After the assignment, the Associate Expert will have an:

- Increased understanding of the United Nations system, OSESG-GL, the Department of Political Affairs and multilateral politics;
- Increased understanding of multi-stakeholder processes and high level engagement;
- Improved ability to support substantively and practically high level meetings, conferences and events;

- Improved research, drafting and coordination skills, and;
- Ability to identify issues and provide sound advice to senior officials.

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

- On-arrival briefing for Associate Experts based in Nairobi
- 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.
- Possibility to participate in the orientation programme for Junior Professional Officers and Associate Experts in Turin scheduled to take place in September 2015.
- The JPO position includes a Duty travel and training allowance (DTTA) of \$4000 per year which may be used for learning activities related to the assignment and career development.

IV Supervision

Title of supervisor:

Chief of Staff

Content and methodology of supervision

The incumbent will be requested to prepare a personal work plan under the United Nations Performance Appraisal System, the purpose of which is to encourage a higher level of involvement and staff participation in the planning, delivery and evaluation of work. The performance evaluation procedure encompasses detailed work plan, as well as the on-going evaluation that includes mid-year and end-of-the-year review. In addition, regular meetings and performance discussion will take place.

V Required Qualifications and Experience

Education:

Advanced university degree (Masters or equivalent) in social sciences, political science, international relations, international economics, law, public administration, development studies or other related fields. A first university degree with relevant academic qualifications and experience may be accepted in lieu of and advanced university degree.

Part of the candidates' academic training must have taken place in a developing country that appears on the following list of eligible countries of the Dutch JPO Programme.

<http://www.nedworcfoundation.nl/pdf/List%20of%20eligible%20countries.pdf>

Working experience (incl. internships and volunteering):

Preferably a minimum of 2 years and a maximum of 4 years of relevant working experience in economic and social development, programme management, humanitarian affairs, political affairs or related field is required. Experience in supporting senior leadership offices may be an asset. Experience working in a post conflict environment is desirable.

Languages :

English and French are the working languages of the United Nations Secretariat. For this position, fluency in English and French (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; Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. Experience in working with a variety of stakeholders; Strong analytical and writing skills combined with good judgment; Proven ability to review and edit the work of others; Diplomacy and tact;

Planning and 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.

Client orientation – Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; Establishes and maintains productive partnerships with clients by gaining their trust and respect; Identifies clients’ needs and matches them to appropriate solutions; Monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; Keeps clients informed of progress or setbacks in projects; Meets timeline for delivery of products or services to client.

Teamwork - Ability to interact and to establish and maintain effective working relationships with a team in a multicultural, multi-ethnic environment with sensitivity and respect for diversity.

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.

VI Background information on Agency/Department/Section

In February 2013, the governments of the Great Lakes region and the international community collectively committed to ending the recurring conflicts in eastern DR Congo. Brokered by the United Nations and the African Union, the Peace, Security and Cooperation (PSC) Framework for the DRC and the region -- signed in Addis Ababa in February 2013 -- brings 13 nations of the region into a comprehensive pact to stop the cycles of violence by addressing the root causes and building trust and mutual confidence between the countries of the region. The UN Secretary-General appointed Mrs. Mary Robinson, former President of Ireland and UN High Commissioner for Human Rights as the Special Envoy for the Great Lakes region on 18 March 2013. As per S/RES/2098 (2013) the Special Envoy is to “lead, coordinate and assess the implementation of national and regional commitments under the PSC Framework [...], including through the swift establishment of benchmarks and appropriate follow-up measures and building on the PSC Framework [...] to lead a comprehensive political process that includes all relevant stakeholders to address the underlying root causes of the conflict”.

The Office of the Special Envoy for the Great Lakes region was subsequently established and became fully operational in June 2013. A Technical Support Committee (TSC), comprising of principal representatives of the signatories was established by the Regional Oversight Mechanism (ROM). With the support of the Office of the Special Envoy, benchmarks were developed, a Plan of Action for the implementation of regional benchmarks and commitments under the PSC-Framework was endorsed in January 2014 and the first Progress Report on the implementation of regional commitments and the priority activities finalized in September 2014. In November 2014, Special

Envoy Said Djinnit organized a brainstorming session with stakeholders that led to the development of a Multi-year work plan and strategic priorities for the implementation of the Special Envoy's mandates on the PSC-Framework.

The SESG travels regularly in the Great Lakes and to the capitals of international partners to conduct and support good offices activities, undertake political and other advocacy work and to mobilize international engagement on the implementation of the PSC-F. These interventions place increased burden on strategic planning and coordination in the OSESG. The OSESG urgently requires reinforcement in order to manage the growing amount of outreach and engagement activities over the coming two years to support implementation of the OSESG's Road Map and PSC-F

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 **19 April 2015**. Applications received after this date will not be considered. Applicants will receive a confirmation of receipt. **Only short-listed candidates will be contacted thereafter.**