

Associate Expert UNDESA/DPKO - Best Practices Research, New York, USA (Reference No: INT-012-09-P266-01-V)

Publicatie datum: 7 juni 2010

Functietitel: Associate Expert UNDESA/DPKO - Best Practices Research, New York, USA
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The Associate Experts Programme of the United Nations Secretariat is seeking qualified candidates for the following Associate Expert post. The post is funded by the Government of the Netherlands and is open to candidates who have Dutch nationality or permanent residence status in the Netherlands or the nationality of another EU Member State.

Associate Expert in Best Practices Research

Peacekeeping Best Practices Section
Department of Peacekeeping Operations

Minimum Requirements

Minimum qualification requirements:

- Candidates have a university degree at MSc or MA level, or
- Candidates have a degree at BSc or BA level plus a minimum of three years' relevant working experience;
- Candidates have not previously held positions as AE/JPO/APO/JE;
- The posting is outside the candidates' country of origin;
- Have both an active and passive command of one of the official languages of the Organisation concerned. For this vacancy fluency in oral and written English is required. Knowledge of a second UN language, preferably French, is an advantage.

In addition to the above requirements, all candidates should preferably meet a number of supplementary criteria. They should:

- Be able to demonstrate their interest in international cooperation;
- Have a working knowledge of a second official language of the Organisation concerned.

Contract Information

Associate Experts are appointed for an initial period of 1 year. The initial appointment may be extended up to a maximum of 3 years, if performance is deemed satisfactory. Associate Experts are appointed under the United Nations Staff Rules and will be remunerated equivalent to P-1, step 1 or P-2, step 1, for the first year, depending on level of education and experience. Associate Experts in the United Nations are normally under 32 years of age.

Applications

Applications completed in English shall be submitted electronically to DutchAssex@un.org. Candidates with no access to the Internet may send their application by fax to 1(212) 963-1270. In the subject heading of the e-mail/fax, please indicate in the following order: Reference Number, LAST NAME, First Name.

Applications must include a letter of motivation and the United National Personal History Statement. This form can be downloaded [here](#).

Should you encounter any difficulties in downloading the Personal History Statement, you may contact Mr. Christian Burckhardt (burckhardt@un.org).

The deadline for applications is 25 June 2010. Applications received after this date will not be considered. In view of the volume of applications, only candidates being invited to an interview will be contacted thereafter.

Background information

For more information about the Associate Experts Programme, please refer to our web site at <http://esa.un.org/techcoop/associateexperts/index.html> and to the website of the Dutch ministry of Foreign Affairs ([English version here](#)).

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General Information

Title: Associate Expert in Best Practices Research
Duration: 1 year (with possible extension for another year)
Date Required: Before September 2010
Duty Station: New York

Supervision

Direct supervision by: Mr. Sebastien Lapierre
Title of the supervisor: Research Officer

Content and methodology of the supervision: The supervisor and incumbent will be in almost daily contact concerning all aspects of the work. Planning will be undertaken jointly on a one-to-one basis or with the entire Unit, depending on the nature of the activity. Technical skills will be acquired using the learning-by-doing approach. Knowledge on theory will be provided in the form of training manuals and scientific publications, many of which are earlier outputs of this section. Initial supervision will be as intense as necessary, gradually guiding the Associate Expert (AE) towards greater independence and responsibility. In addition to informal contact on a daily basis, a Section meeting is held once a week. The AE will be encouraged and guided to manage all aspects of his/her work from planning to implementation and writing of research findings.

Duties, responsibilities and output expectations

Under the general supervision of the Chief of the Section and the Research Officer, the Associate Expert will assist members of the knowledge management team in the following areas:

- Validation and analysis of field reports. Analyze and validate the lessons identified by field mission staff with a view to feeding the field experience into the development of better guidance and training.
- Research on significant issues. Conduct research into pertinent issues for peace operations with a view to identifying lessons and good practices.
- Best Practices Field Network. Assist in the maintenance and expansion of the network of Best Practices Officers and Focal Points. Actively participate in the network. Assist in the organization of a workshop of all Officers and Focal Points.
- Communities of Practice. Identify areas to establish online networks that connect staff with similar job functions across field missions. Facilitate initial stages of the discussions. Market and advocate use of communities.
- Perform additional tasks as required

Qualifications and experience

Education: Advanced university degree in the field of political science, international relations, knowledge/business management, public administration or other relevant field.

Work experience: Some working experience in research, knowledge management, political affairs, international affairs and related fields (or a mix of these fields) would be desirable.

Languages: English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of a second official UN language, preferably French, is an advantage

UN competencies:

- Professionalism – Proven ability to conduct research efficiently and effectively. Understanding of peacekeeping operations would be an advantage. Conscientious and efficient in meeting commitments, observing deadlines and achieving results.
- Planning and organising – 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.
- Communication – Proven ability to communicate effectively, including ability to prepare reports and make presentations. Demonstrates openness in sharing information and keeping people informed.
- Teamwork – Excellent interpersonal skills and ability to establish partnerships and good working relations. Ability to work in a multicultural and multiethnic environment with respect for diversity.
- Technological awareness – Proficiency in computer skills and use of databases, including experience in the use of MS Word, Excel and PowerPoint.

Learning Elements

After the assignment the Associate Expert will be able to:

- Analyze field practice reports and identify recommendations that require system-wide change
- Better understand significant issues affecting the efficiency and effectiveness of UN peace operations
- Participate in and (co-) manage a network of Best Practices Officers in the field
- Contribute to policy development
- Assist with the design and execution of a workshop

6. Background information

DPKO

In accordance with the purposes and principles enshrined in the Charter of the United Nations, the Department of Peacekeeping Operations (DPKO) is dedicated to assisting the Member States and the Secretary-General in their efforts to maintain international peace and security. In close cooperation with, and full support from, the Department of Field Support (DFS), DPKO's mission is to plan, prepare, manage and direct UN peacekeeping operations, so that they can effectively fulfil their mandates under the overall authority of the Security Council and General Assembly, and under the command vested in the Secretary-General.

DPKO provides political and executive direction to UN peacekeeping operations, 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 UN, governmental and non-governmental entities in the context of peacekeeping operations. DPKO also provides guidance and support on military, police, mine action, and logistical and administrative issues to other UN political and peacebuilding missions. In support of UN peacekeeping, DFS strives to provide the best possible and most cost-efficient administrative and logistical support to missions in the field through the timely deployment of quality equipment and services, adequate financial resources and well-trained personnel.

Peacekeeping Best Practices Section

The Peacekeeping Best Practices Section (PBPS) assists in the planning, conduct, management and support of peacekeeping operations by learning from experience, problem solving and transferring best practices in United Nations peacekeeping. To this end, the Section undertakes a broad range of activities and work, including knowledge management; policy analysis and development; and lessons learned. The overall goal is to develop and support a culture of best practices in United Nations peacekeeping by helping to establish and develop the mechanisms and working habits to share knowledge. The Section is part of the Policy, Evaluation and Training Division and supports both DPKO and DFS. Further information can be found at www.un.org/peacekeeping/bestpractices

Knowledge Management Team

The mission of the knowledge management team is to improve knowledge sharing in order to increase operational efficiency and effectiveness of DPKO and DFS as well as DPKO-led field operations. The objective of the team is to ensure that lessons are not only being identified but are also applied to current and future peace operations. This is being done

through a number of projects, including:

- the development of a lessons learned and best practices policy
- the maintenance and expansion of a Best Practices Officer Network
- the introduction and management of online communities of practice to facilitate contacts and knowledge sharing between staff members
- the drafting of peacekeeping practice notes, learning materials, providing the peacekeeper with distilled and practical information on a thematic issue
- the introduction of a Best Practices toolbox to help capture lessons learned and best practices from the field -details of the recently introduced tools are included here