

Development Cooperation

Associate Expert UNDESA/DPKO - Great Lakes and Burundi, New York, USA (Ref.No: INT-012-09-P042)

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Functietitel: Associate Expert UNDESA/DPKO - Great Lakes and Burundi, New York, USA (Ref.No: INT-012-09-P042)

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 the nationality of an eligible developing country.

Associate Expert for Great Lakes and Burundi

Africa Division of the Office of Operations
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 French is highly desirable.

Additional requirements for candidates from developing countries:

- Candidates should be nationals of developing countries that appear on the list of countries eligible for the Dutch AE/JPO/APO/JE Programme;
- Part of the candidates' academic training must have taken place in a developing country that appears on the list of eligible countries;
- If candidates from developing countries also possess another nationality of a non-eligible country or have permanent residence status in another non-eligible country, their admission to the Programme will be decided by the Minister on a case-by-case basis;
- Candidates with permanent residence status in the Netherlands are to be regarded as 'Dutch/EU candidates'.

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 one year. The initial appointment may be extended up to a maximum of three 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).

Reference No: INT-012-09-P042

General Information

Title: Associate Expert for Great Lakes and Burundi in Africa Division of the Office of Operations
Duration: 1 year (with possible extension for another year)
Date Required: Before September 2010
Duty Station (location, sector): New York, USA Supervision
Direct supervision by: Mr. Kevin Kennedy
Title of the supervisor: Team Leader for Great Lakes, Africa Division, Office of Operations, Department of Peacekeeping Operations

Content and methodology of the supervision: The Associate Expert will be assigned to the unit which oversees and supports the United Nations Integrated Office in Burundi. The supervisor will ensure constant mentoring of the Associate Expert. Regular reviews of progress towards agreed objectives, working arrangements and performance will be carried out.

Duties, responsibilities and output expectations

- Assist in the daily management of the United Nations Integrated Office in Burundi.
- Contribute to daily monitoring of the security, political, humanitarian and economic situation in Burundi and the Great Lakes regions of Central Africa.
- Prepares communications relating to comments, statements, and queries originating with various parties, troop/police contributors, members of Security Council and the Peacebuilding Commission, Government officials, etc. ensuring input of and consultations with a wide range of DPKO interlocutors.
- Attends relevant meetings, including the Burundi Integrated Mission Task Force, and prepare notes of the meetings as requested.
- Drafts various documents relating to the situation in Burundi, BINUB and peacekeeping issues, including reports, briefing notes and talking points for senior officials.
- Assists in the preparation of documents to the Peacebuilding Commission's country-specific thematic and formal meetings.
- Contributes to the support of the Integrated Office in Burundi by preparing responses in a timely and efficient manner to general correspondence from the field.
- Performs other tasks as required.

Education: Advanced university degree in political or social sciences, international relations or law, history, economics.

Work experience: Previous work experience in/with a post-conflict environment would be preferred, along with regional African experience.

Languages: Fluency in oral and written English is required. Knowledge of French is highly desirable.

UN Competencies

Planning and organizing: Ability to develop clear goals that are consistent with agreed strategies, and to identify priority activities and assignments.

Communication: Excellent drafting ability and communication skills, both oral and written; ability to prepare written reports that are clear, concise and meaningful.

Teamwork: Good interpersonal skills; willingness to work in a multicultural, multiethnic environment. Ability to actively participate in team endeavors.

Technological awareness: Familiar with and competent in basic information and communications technology

Learning Elements

After the assignment, the Associate Expert will be able to:

- Assess complex political situations and formulate appropriate recommendations to achieve the goals of the Organization;
- Reflect complex substantive or operational issues in concise reports;
- Function in a multi-disciplinary team and a multi-cultural environment;
- Have a thorough understanding of the functioning of United Nations peacekeeping and peacebuilding mission and of the Department of Peacekeeping Operations, including relations with the Security Council, the General Assembly, and the Peacebuilding Commission.

Background information

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. The Department's mission is to plan, prepare, manage and direct UN peacekeeping operations, so that they can effectively fulfill their mandates under the overall authority of the Security Council and General Assembly, and under the command vested in the Secretary-General.

DPKO's Africa Division II assists in providing substantive, executive and operational direction to UN peacekeeping operations and integrated offices in West Africa region and the Great Lakes region. In pursuit of its responsibilities, it maintains contact with the Security Council, troop and police contributing countries, donors, parties to the conflict and other stakeholders. Africa Division II consists of two Integrated Operational Teams, one of which deals with the Great Lakes region.

The Team assists with the management of the United Nations Integrated Office in Burundi which was established by Security Council Resolution 1719 (2006) of 25 October 2006. It complements Burundian Government efforts towards peace and stability, through coherent and coordinated response of the UN system in Burundi under the chairmanship of the Executive Representative of the UN Secretary-General. In the implementation of its mandate, BINUB's activities include: peace consolidation and democratic governance; disarmament, demobilization, reinsertion and reform of the security sector; promotion and protection of human rights and measures to end impunity; and United Nations agency coordination.