



## TEMPORARY VACANCY ANNOUNCEMENT

<b>D-1</b>	<b>Head of Office</b>
TVA Grade Level	Functional Title
<b>MONUSCO/ODSRSG</b>	
Department/Office/Division	
<b>Political Affairs</b>	
Occupational Group (See list on last page)	
<b>P-5/D-1</b>	<b>11 May, 2012</b>
Open to (Current Grade of Applicant)	Deadline (DD/MM/YYYY)

Service/Section:	<u>Office of the DSRSG</u>	Estimated Start Date:	<u>01/06/2012</u>
Duty Station:	<u>Kinshasa</u>	Possibility of Extension?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Duration:	<u>6 months</u>	Open to External Candidates?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

### ***DUTIES AND RESPONSIBILITIES***

The Head of the Integrated Office will report to the Deputy Special Representative of the Secretary-General (DSRSG) who is also the Resident Coordinator (RC), the Humanitarian Coordinator (HC) and UNDP Resident Representative in the Mission. The responsibilities include: Oversee and coordinate the activities of the mission's sections/units in the Humanitarian and Development Pillar, the Offices of the HC and RC, in order to implement the policy directions emanating from the DSRSG/RC/HC in line with the relevant Security Council resolutions. Responsible for the effective direction and integrated management of activities in the Mission's Humanitarian and Development Pillar, in line with the strategic vision and guidance of the DSRSG/RC/HC. Interact with government officials and coordinate with high-level officials such as the heads of United Nations agencies, funds and programmes, senior donors' representatives, the Mission's Chiefs of Sections and the Chief of Staff. Provide oversight to ensure that resources from the United Nations Country Team (UNCT) as well as from the Mission are used efficiently and effectively. Provide executive direction on programmes, coordination and management of the offices and sections reporting to the DSRSG/RC/HC, thus allowing the DSRSG/RC/HC to focus on broader issues at the national and regional levels; he/she would give the DSRSG the support necessary to carry out his/her functions; he/she would make sure that the principles of an integrated mission are adhered by the Mission and the UN agencies/programmes concerned. Provide expertise to the DSRSG/RC/HC on substantive programmatic matters, develop policy papers, as well as represent the DSRSG/HC/RC, whenever necessary. Provide guidance on United Nations rules and procedures together with the Director of Mission Support. Ensure that advice and information are coordinated with all relevant components of the Mission prior to submission to the DSRSG. Ensure coherent communications structures and systems for the Humanitarian and Development Pillar; this role includes control of code cable traffic and coordinating responses to enquiries from other Mission units or other United Nations offices. Together with the Director of Mission Support, the Head of the Integrated Office is responsible for the coordination of inputs to the Mission budget submission ensuring that adequate provision is made to meet resource requirements. Develop integrated strategic mission implementation plans and results-based budgeting frameworks that accurately reflect the mandate of the mission and DSRSG/RC/HC set objectives.

## **COMPETENCIES**

**PROFESSIONALISM** - Demonstrated in-depth understanding of peacekeeping operations and integration mechanisms with the UNCT, the RC and HC offices; substantial and diverse experience in all facets of the job; strong analytical skills combined with good judgement; proven ability to review and edit the work of others; diplomacy and tact; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of Peace Operations.

**LEADERSHIP** – Strong managerial/leadership skills; demonstrated flexibility in leadership by performing and /or overseeing the analysis of complex human resources, financial or administrative management policy and programme issues; proven record of building and managing teams and creating an enabling environment, including the ability to effectively lead, supervise, mentor, develop and evaluate staff and design training/skills enhancement initiatives to ensure effective transfer of knowledge/skills; tact in negotiating skills; good judgement and decision-making skills; demonstrated ability to provide leadership and take responsibility for incorporating gender perspectives into substantive work; commitment to the goal of achieving gender balance in staffing.

**JUDGEMENT/DECISION-MAKING** – Mature judgement and initiative; imagination, resourcefulness, energy and tact; proven ability to provide strategic direction and ensure an effective work structure to maximise productivity and achieve goals.

**MANAGING PERFORMANCE** – Ability to establish priorities and to plan, coordinate and monitor work of others; ability to make timely decisions; Ability to coach, mentor, motivate and develop staff and encourage good performance. Ability to manage personnel from culturally diverse backgrounds; demonstrated commitment and sensitivity to promoting women’s rights and gender equality in the context of post-conflict transitions.

**BUILDING TRUST** – Reputation for dealing honestly and openly with issues and staff; recognised and highly respected by peers, clients and staff.

**COMMUNICATION** - Excellent and effective communication (verbal and written) skills, including ability to make and defend recommendations; diplomacy and tact; ability to persuade people with varying points of view; present information in a concise and accurate manner; ability to convey difficult issues and positions to senior officials.

**TEAMWORK** - Ability to foster teamwork, encourage initiative and inspire and supervise staff in a multi-cultural, multi-ethnic, mixed gender environment with sensitivity and respect for diversity; integrity, tact and strong interpersonal skills.

***For Managerial Positions:***

--

***QUALIFICATIONS***

**Experience:** Advanced university degree (Master degree or equivalent) in social sciences, political science, law, international relations, humanitarian assistance, development studies, business administration, management or related fields. A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree.

**Education:** At least 15 years of progressively responsible experience in business administration/management; human resources management; political, social, development, humanitarian or civil affairs; or other related fields. Leadership experience working with multicultural/international organisations (preferably with the UN and in inter-agency coordination/cooperation) in programme and project planning, management and evaluation is required. Prior experience in the United Nations, especially as a Resident Coordinator is an advantage.

**Languages:** For this post, fluency in spoken and written English and French languages is required. Knowledge of another UN official language is desirable.

**Other Skills:**

--

***ADDITIONAL COMMENTS***

--

**DOCUMENTS REQUIRED:**

- Cover Letter
- PHP**
- Signed PAS**      **Periods: 2 latest performance reports**
- Others:**

**ALL SUBMISSIONS TO BE SENT TO:**

Contact Name: Ms. Reina Harb      Email Address: harbr@un.org

Copy (cc): Ms. Mirinda Sackie      Email Address: sackie@un.org

**Please choose from this list of Occupational groups:**

Administration	Logistics
Civil Affairs	Management and Programme Analysis
Civilian Police	Medical
Conference Services	Ombudsman
Drug Control and Crime Prevention	Political Affairs
Economic Affairs	Population Affairs
Electoral Affairs	Procurement
Engineering	Production Service and Transport Work
Finance	Programme Management
Human Resources	Public Administration
Human Rights	Public Information
Humanitarian Affairs	Science and Technology
Information Management	Security
Information Systems and Technology	Social Affairs
Internship	Social Sciences
Jurists	Statistics
Legal Affairs	

**Note:**

While this temporary assignment will provide the successful applicant with an ideal opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post.

Internal candidates for this purpose is defined as staff members currently serving under 100 series appointment who have been recruited after a competitive examination under staff rule 104.15 or after the advice of a Secretariat joint body under staff rule 104.14. External applicants may be considered when it is not possible to identify suitable internal candidates of the same department/office.

Please note that external candidates are generally not entitled to be appointed at the advertised level of this temporary vacancy and will therefore be graded in accordance with the current recruitment guidelines. This means that the grade may be at a lower level than that of the advertised level of the post.

For information on the provisions for special post allowance, please refer to ST/AI/1999/17.