



TEMPORARY JOB OPENING ANNOUNCEMENT

P-3

Political Affairs Officer

TJO Grade Level

Functional Title

**Office for Disarmament Affairs/Regional Disarmament
Branch/Regional Centre for Peace and Disarmament in Africa**

Department/Office/Division

Political, Peace and Security Political Affairs

Job Network and Job Family (See list on page 3 -4)

10/07/2015

Deadline
(DD/MM/YYYY)

| | | | |
|-------------------|------------------------|------------------------------|---|
| Service/Section: | <u>UNODA/RDB/UNREC</u> | Estimated Start Date: | <u>24/08/2015</u> |
| Duty Station: | <u>Lomé (Togo)</u> | Possibility of Extension? | YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> |
| Duration of need: | <u>6 months</u> | Open to External Candidates? | YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> |

DUTIES AND RESPONSIBILITIES

Under the direct supervision of the Director of the United Nations Regional Centre for Peace and Disarmament in Africa (UNREC), the incumbent will be responsible for providing projects/programmes support, monitoring and implementation oversight. He/she will: participate in conceiving and developing of substantive projects related to peace, security and disarmament in Africa; monitor project activities/deliverables and associated expenditures and conduct evaluations to compile cumulative lessons learned; draft project narrative/financial reports in a timely manner. He/she will also provide support for resource mobilization and assist with outreach efforts by developing resource mobilization strategies and guidelines, elaborating and maintaining a donors relations management tool; liaising with Governments, donors, African regional organizations, UN agencies, civil society, research institutions and other partners on issues of peace, security and disarmament with a specific focus on an African sub-region. He/she will participate in the planning and organization of regional workshops, seminars and other meetings and representing UNREC as required in meetings or participating missions. He/she will assist the Director in operational and management matters, including programme budget, workplan, and the management/supervision of personnel, financial, logistical and administrative matters of the Regional Centre. He/she will carry out research and analysis on regional disarmament and non-proliferation issues; prepare draft background papers, briefing notes and talking points; review and ensure quality control of documents produced by UNREC; ensure UNREC's external communications (particularly through its website) and perform other duties as required.

COMPETENCIES

- * **Professionalism:** Knowledge and ability to undertake research and analysis on political and security issues in area of assignment. Ability to recommend regional project proposals aligned with the UN security and disarmament agenda. Ability to develop and manage partnerships.
- * **Communication:** Ability to speak and write clearly and effectively; ability to draft project proposals, policy papers and reports; ability to tailor language, tone and style to fit audience; ability to present complex information in a concise and accurate manner.
- * **Planning and Organizing:** Identifies priority activities and assignments, adjusts priorities as required; foresees risks and allows for contingencies when planning; and monitors and adjusts plans and actions as necessary.
- * **Teamwork:** Ability to work collaboratively with colleagues and to achieve organizational goals in a multi-cultural, multi-ethnic environment.

For Managerial Positions:

n/a

QUALIFICATIONS

Experience: Five years of progressively responsible experience at the international , regional and/or national level in the fields of disarmament, peace, security, political science and/or multilateral diplomacy. Proven experience in coordination and execution of field projects as well as in resources mobilization required. Knowledge of UN administrative and budgetary procedures , including programme performance monitoring and reporting desirable. Knowledge in United Nations practices and procedures is desirable.

Education: Advanced University degree (Masters or equivalent) in political science, international relations, or related fields. A first level university degree with relevant combination of academic qualifications and practical experience may be acceptable in lieu of the advanced university degree.

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

Other Skills: Good knowledge in computer applications and IT communication tools (MS Office, Excel, Spreadsheet, power point, database tools) desirable .

ADDITIONAL COMMENTS

n/a

DOCUMENTS REQUIRED:

- Cover Letter**
- Personal History Profile (visit <https://inspira.un.org> to generate a PHP)**
- Proof of required academic credentials**
- Employment verification letter from most recent employer**
- Last two completed Performance Appraisal**
- Other:**

ALL SUBMISSIONS TO BE SENT TO:

Contact Name: Nicolas Gérard Email Address: nicolas.gerard@un.org

Copy (cc): Maryne Jouille Seveau Email Address: jouille@un.org

Please choose from the list of Job Networks the appropriate Job Family:

| | |
|---|---|
| <p><u>ECONOMIC AND SOCIAL DEVELOPMENT</u></p> <ul style="list-style-type: none"> Economic Affairs Environment Affairs Population Affairs Statistics Social Sciences Public Administration Programme Management Science and Technology Drug Control and Crime Prevention | <p><u>LEGAL</u></p> <ul style="list-style-type: none"> Jurists Legal Affairs Ombudsman |
| <p><u>MANAGEMENT AND OPERATIONS SUPPORT</u></p> <ul style="list-style-type: none"> Administration Audit Finance Procurement Human Resources Medical Production, Service & Transport Investment Management Management & Programme Analysis Ethics Engineering Pension Management Logistics | <p><u>PUBLIC INFORMATION AND EXTERNAL RELATIONS</u></p> <ul style="list-style-type: none"> Public Information Protocol |

| | |
|---|--|
| <u>POLITICAL, PEACE AND SECURITY</u> Political Affairs Humanitarian Affairs Human Rights Civil Affairs Electoral Affairs Rule of Law | <u>CONFERENCE MANAGEMENT</u> Conference Services Language |
| <u>INFORMATION SYSTEMS AND COMMUNICATION TECHNOLOGY</u> Information Systems and Technology Information Management | <u>SAFETY AND SECURITY</u> Security Safety |

Note:

Subject to the funding source of the position, this temporary job opening may be limited to candidates based in New York.

While this temporary assignment may 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. An external candidate selected for this position is bound by the prevailing condition on the staff selection system under ST/AI/2010/3 or as amended.

The expression “Internal candidates”, shall mean staff members who have been recruited after a competitive examination under staff rule 4.16 or after the advice of a central review body under staff rule 4.15.

Please note that external candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the post. Applicants may be required to certify that they were not involved, by act or omission, in the violation of international human rights or humanitarian law.

For information on the provisions for special post allowance, please refer to ST/AI/1999/17. Successful candidates granted a temporary appointment are not eligible to be considered for a special post allowance.

In its resolution 66/234, the General Assembly “stressed that the Secretary-General should not recur to the practice of temporarily filling posts in the Professional and higher categories with General Service staff members who have not passed the General Service to Professional category examination other than on an exceptional basis, and requests the Secretary-General to ensure that temporary occupation of such posts by the General Service staff shall not exceed a period of one year, effective 1 January 2013...” Consequently, candidates in the General Service or related categories for temporary job openings in the Professional category that have not passed the competitive examination may be selected only on an exceptional basis endorsed by the Office of Human Resources Management where no other suitable candidate could be identified.

For more details on the administration of temporary appointments please refer to ST/AI/2010/4/Rev.1