

Job Opening

Posting Title:	Political Affairs Officer, P4
Job Code Title:	POLITICAL AFFAIRS OFFICER
Department/Office:	Department of Political Affairs
Duty Station:	NEW YORK
Posting Period:	18 September 2018 - 01 November 2018
Job Opening Number:	18-Political Affairs-DPA-100012-R-New York (M)
Staffing Exercise	N/A



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Org. Setting and Reporting

This post is located in the Middle East and West Asia Division, with a specific focus on the implementation of Security Council Resolution 1559 (2004). The Under-Secretary-General for Political Affairs fulfills ad interim the reporting responsibilities of the Secretary-General on the implementation of the resolution. The position entails at times direct reporting responsibilities of the incumbent to the Under-Secretary-General.

Responsibilities

Within delegated authority, the Political Affairs Officer will be responsible for the following duties:

- Provide substantive advice and support to the Special Envoy on political matters related to the Implementation of the resolution;
- Coordinate the work of the Special Envoy with other departments at UNHQ and field missions;
- Oversee all managerial matters with regard to the office of the Special Envoy;
- Ensure that the Special Envoy remains fully informed on all topical issues so as to enable him to take effective action as the need arises;
- Liaise with the Office of the USG for Political Affairs and the Executive Office of the Secretary-General;
- Maintain contact with Member State representatives;
- Represent the Special Envoy at interdepartmental meetings and working groups on substantive issues of relevance to the implementation of Security Council resolution 1559 on the situation in Lebanon;
- Organise the trips of the Special Envoy to the Middle East and elsewhere (substance and logistics);
- Prepares analytical reports and papers on sensitive and high profile matters of concern to the General Assembly, Security Council, or other bodies; drafts notes, background papers, talking points, speeches and other correspondence for senior UN officials;
- Participates in the organization and supervision of Secretariat services required by the Security Council and to other committees and bodies related to its work;
- Acts as focal point for collection and analyses of information on political issues of assignment;
- Carries out, in consultation with the Chief of the Section, administrative functions relating to the staff planning and budget;
- Performs other related duties as required.

Competencies

Professionalism: Knowledge of the political issues related to the situation in the Middle East; Analytical skills and ability to identify problems solutions; strong drafting skills for all genres (letters, speeches, talking points, notes for the file, etc.); conscientious and efficient in meeting commitments, observing deadlines and achieving results; shows persistence when faced with difficult problems or challenges. 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.

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

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sharing information and keeping people informed.

Planning & 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

Education

Advanced University Degree (master's degree or equivalent degree) in political science, international relations, international economics, law, business or public administration, or related field. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of seven years of progressively responsible experience in political science, international relations, law, disarmament, security, development management, conflict resolution or related area is required. Experience working on or in the Middle East is desirable. Experience drafting politically-sensitive documents and reports is desirable. Experience working in a field operation of the United Nations Common System (inclusive of peacekeeping, political missions and UN regional commissions, agencies, funds, and programmes) - or similar international organization is desirable.

Languages

English and French are the two working languages of the United Nations Secretariat. For this position, fluency in English is required. Knowledge of French or Arabic is desirable.

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

Special Notice

This post is approved as part of a Special Political Mission (Implementation of Security Council Resolution 1559 (2004)) and is funded for a finite period of one year. Appointment or assignment, or the renewal thereof, is subject to the extension of the mandate and the availability of funds. Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures. The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation or sexual abuse, or crimes other than minor traffic offences, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the inspira account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

No Fee

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