

TEMPORARY JOB OPENING ANNOUNCEMENT

P5	Senior Civil Affairs Officer
TJO Grade Level ¹	Functional Title
Civil Affairs Section/Office of DSRSG	
Department/Office/Division/ Service/Section	
Civil Affairs Political, Peace & Security	
Job Network and Job Family (See list on page 3-4)*	
23/07/2014	
Deadline (DD/MM/YYYY)	

Duty Station: Abidjan	Estimated Start Date: 01/08/2014
Duration of need: 6 months	Open to External Candidates? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

DUTIES AND RESPONSIBILITIES

The Senior Civil Affairs Officer reports to the Principal Civil Affairs Officer for the United Nations Operation in Côte d'Ivoire (UNOCI). The Principal Civil Affairs is the first reporting officer. The Deputy Special Representative of the Secretary General/Resident Coordinator/Humanitarian Coordinator is the second reporting officer.

Responsibilities: Within delegated authority, the Senior Civil Affairs Officer will be responsible for the following duties:

- Supports the Principal Civil Affairs Officer in all aspects of their role, including through the provision of policy guidance and strategy development. Acts as Deputy Chief Civil Affairs when requested. Acts as Officer-in-Charge in the absence of the Principal Civil Affairs Officer.
- Contributes to the development of the strategic vision for the overall Mission and UN effort, and ensures that the work of Civil Affairs is clearly conceptualized in support of the Mission's priorities, in line with the evolving situation on the ground and in accordance with the UN Civil Affairs Policy Directive.
- Manages, supervises and carries out the work plan of the Section under his/her responsibility. Supervises and monitors the work of officers under his/her responsibility in undertaking the full range of their duties.
- Designs and coordinates diverse projects and activities for Civil Affairs to further the overall objectives of the component, including joint programmes with UNCT and other actors where appropriate. Monitors to ensure that substantive work programmes and activities are carried out in a timely and effective fashion, taking account of gender considerations.
- Manages relevant planning, budgeting and recruitment processes for the component, in accordance with UN and Mission procedures. Anticipates changes in the environment and proposes adjustments in the priorities or approach of the component accordingly.
- Ensures that information and analysis provided by Civil Affairs Officers at the local level is collected and presented in a consistent and planned manner. Provides an overall analysis of trends and issues based on input from diverse geographical areas. Ensures that Civil Affairs analysis is integrated into overall mission analysis and planning.
- Coordinates (across disciplines and components) to ensure effective partnership, coordination and information sharing between the Civil Affairs component and both Mission and non-Mission partners. Ensures that all partners and interlocutors are aware of the role and contributions of Civil Affairs as part of the overall Mission and UN effort.
- Ensures that Civil Affairs components establish and maintain contacts with all sectors of the population country-wide, that sound mechanisms are in place to identify and represent their concerns and perceptions, and that these are effectively communicated to Mission and UN actors.
- Ensures QIPs implementation is managed effectively and in line with the UN policy directives and mission specific

¹ For eligibility and other conditions, please see the Notes at the end of this form.

priorities for Quick Impact Projects (QIPs). Oversees impact evaluation.

- Plans and implements appropriate induction and skills training for Civil Affairs staff, encourages the identification and sharing of good practises and lessons learned, and promotes free and active participation in the online Civil Affairs Community of Practice by all Civil Affairs staff.
- Coordinates with UNCT partners to ensure a coherent UN system effort. Performs other duties as required, in line with the DPKO/DFS policy directive on Civil Affairs.

Conflict Management

- Manages Civil Affairs support to national and local actors in designing strategies and processes for conflict management and resolution. Convenes or oversees support to dialogue and negotiation between groups in conflict. Facilitates, enables, or mediates dialogue where appropriate.
- Manages partnerships with relevant actors to advocate for the protection and empowerment of excluded and/or threatened groups in full respect of humanitarian and international law, including mechanisms for information-sharing, crisis response and protection of civilians as needed.
- Identifies and coordinates a response to specific conflict drivers at the social level, including by mobilizing a response from other actors where appropriate.
- Identifies and designs practical Civil Affairs support activities for constructive civil society actors.

Restoration to State Authority

- Designs and oversees effective cooperation arrangements between Civil Affairs and state institutions, as one part of the overall effort in the area, with a view to; strengthening local ownership , building capacity, promoting cooperation between authorities and relevant interest groups, as well as supporting operations, policy and decision-making processes as appropriate.
- Ensures holistic approach and consistency in the support provided to local authorities. Ensures that Civil Affairs work is carried out in coordination with other actors, in particular UNDP, through joint planning and programming in the context of the UNOCI/UNCT comparative advantage and also in the context of the benchmarks exercises.
- Oversees the design and implementation of Civil Affairs support to civic education programmes or political fora or town-hall meetings to support the development of political space at the local level. Ensures consistent and appropriate Civil Affairs support to dialogue and cooperation between authorities and relevant interest groups and provides guidance on the development of structures of accountability and transparency.

COMPETENCIES

- Professionalism: Seasoned and sophisticated understanding of the contexts within which peacekeeping operations function, and ability to contribute significantly to the overall strategic vision of the Mission. In depth knowledge of UN policy on Civil Affairs and related areas, and a sophisticated understanding of the role of Civil Affairs in empowering and enabling other actors. Ability to conceptualise, communicate and implement a work programme for a large and geographically disbursed team, ensuring that it functions effectively and as one part of a wider collective effort. Ability to forge strategic networks and partnerships with a wide range of actors and design mechanisms for coordination. Ability to work persuasively with partners to ensure that the work of the component is integrated into overall Mission and UN efforts. Ability to conduct sophisticated analysis of political, economic and social factors affecting conflict dynamics and peace processes and to identify critical peacebuilding gaps. Sensitivity to complex dimensions of conflict, including related to issues of ethnic identity, gender and historical patterns of exclusion. Understanding of the functioning of political parties and the role of elected or transitional members of representative bodies. In-depth understanding of the principle of local ownership and of how to advise the Mission on applying this in various aspects of its work. Understanding of how to ensure that the concerns and perceptions of the local population are taken into account in the overall planning and operation of the Mission. Ability to design and manage complex information flows. Substantial knowledge of project design and project cycle management. Ability to mobilise and manage financial resources. Sophisticated understanding of how to integrate gender perspectives into the work of peace operations. Appreciation of the value of identifying and sharing best practises and lessons learned. Proven ability to work under extreme pressure, on occasion in highly stressful environments. Ability to work with tact and diplomacy, primarily as an enabler of constructive actors and processes. Respect for local cultures and values, awareness of the impact of personal conduct, ability to adapt behaviour to different environments with sensitivity. Commitment to long term objectives, tenacity and a positive attitude in pursuing them. 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.

Teamwork:

- Works collaboratively with colleagues to achieve organizational goals
- Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others
- Places team agenda before personal agenda
- Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position
- Shares credit for team accomplishments and accepts joint responsibility for team shortcomings

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 the audience
- Demonstrates openness in sharing information and keeping people informed

For Managerial Positions:

Leadership:

- Serves as a role model that other people want to follow
- Empowers others to translate vision into results
- Is proactive in developing strategies to accomplish objectives
- Establishes and maintains relationships with a broad range of people to understand needs and gain support
- Anticipates and resolves conflicts by pursuing mutually agreeable solutions
- Drives for change and improvement; does not accept the status quo
- Shows the courage to take unpopular stands

Judgement/Decision-making:

- Identifies the key issues in a complex situation, and comes to the heart of the problem quickly
- Gathers relevant information before making a decision
- Considers positive and negative impacts of decisions prior to making them
- Takes decisions with an eye to the impact on others and on the Organization
- Proposes a course of action or makes a recommendation based on all available information
- Checks assumptions against facts
- Determines that the actions proposed will satisfy the expressed and underlying needs for the decision
- Makes tough decisions when necessary

QUALIFICATIONS

Experience: A minimum of ten years of progressively responsible experience in Civil Affairs, Political Affairs, Public Administration, or related field, with a minimum of five years spent in a field mission with UN Peacekeeping Operations, UN Funds or Programmes, National or International NGOs, international bilateral organizations, etc. Out of these years, a minimum of three years should be in a management position with responsibility for developing and implementing a strategic programme with both personnel and resource management responsibilities. A minimum of five years of experience in a position requiring conflict management, facilitation, mediation or negotiation skills, with an emphasis on analytical and strategic planning functions. Experience in facilitating structured dialogue events between different parties, and reconciliation activities and processes would be desirable. Support to restoration of State authority and local governance: A minimum of five years in working in public administration, public administration support, or related areas. Experience in policy advice in the areas of institution building and governance support in post-conflict settings would be desirable.

Education: : Advanced university degree (Master's degree or equivalent) in social sciences, political science, international relations, public administration, anthropology, law, economics or related area. A first-level university degree in combination with 2 additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Languages: Fluency in both spoken and written English and French is required.

Other Skills:

ADDITIONAL COMMENTS

DOCUMENTS REQUIRED:

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

ALL SUBMISSIONS TO BE SENT TO:

Contact Name: Vera GABLIYA (Ms)

Email Address: gabliyav@un.org

Copy (cc): Stephanie APPELL (Ms)

Email Address: appell@un.org

*** Hiring Manager/Recruiter, please choose from the list of Job Networks the appropriate Job Family:**

<u>ECONOMIC AND SOCIAL DEVELOPMENT</u> Economic Affairs Environment Affairs Population Affairs Statistics Social Sciences Public Administration Programme Management Science and Technology Drug Control and Crime Prevention	<u>LEGAL</u> Jurists Legal Affairs Ombudsman
<u>MANAGEMENT AND OPERATIONS SUPPORT</u> Administration Audit Finance Procurement Human Resources Medical Production, Service & Transport Investment Management Management & Programme Analysis Ethics Engineering Pension Management Logistics	<u>PUBLIC INFORMATION AND EXTERNAL RELATIONS</u> Public Information Protocol

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

Notes:

- A current staff member who holds a **fixed-term, permanent or continuing appointment** may apply for temporary positions no more than one level above his or her current grade. However, a current staff member who holds an appointment at the G-6 or G-7 level may also apply to temporary positions in the Professional category up to and including the P-3 level, subject to meeting all eligibility and other requirements for the position. A staff member holding a **temporary appointment** shall be regarded as an external candidate when applying for other positions, and may apply for other temporary positions at any level, subject to staff rule 4.16 (b) (ii). Therefore, a staff member holding a temporary appointment in the General Service or related categories may only apply to positions within those categories. For full information on eligibility requirements, please refer to section 5 of [ST/AI/2010/4/Rev.1](#) on Temporary Appointments. In its resolution 66/234, the General Assembly further “*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, eligible 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.
- Subject to the funding source of the position, this temporary job opening may be limited to candidates based at the duty station.
- While this temporary assignment may provide the successful applicant with an 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 of the staff selection system under [ST/AI/2010/3](#), as amended, and [ST/AI/2010/4/Rev.1](#). A staff member holding a temporary appointment who is recruited in the Professional and above categories on a temporary appointment, and placed on a position authorized for one year or longer may not apply for or be reappointed to his/her current position within six months of the end of his/her current service. This provision does not apply to staff members holding temporary appointments and placed on positions authorized for one year or more in duty stations authorized for peacekeeping operations or special political missions.
- 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 candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.
- For information on special post allowance, please refer to [ST/AI/1999/17](#). For more details on the administration of temporary appointments please refer to [ST/AI/2010/4/Rev.1](#).
- The Staff Regulations, Staff Rules and administrative issuances governing staff appointments can be viewed at: http://www.un.org/hr_handbook/English.