



TEMPORARY JOB OPENING ANNOUNCEMENT

P-3	Political Affairs Officer
TJO Grade Level ¹	Functional Title
DPA/PMD/GLU	
Department/Office/Division/ Service/Section	
Political, Peace and Security Political Affairs	
Job Network and Job Family (See list on page 3-4)*	
16/05/2013	
Deadline (DD/MM/YYYY)	

Duty Station:	New York	Estimated Start Date:	01/06/2013
Duration of need:	Initially through 31 March 2014	Open to External Candidates?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

DUTIES AND RESPONSIBILITIES

Under the general supervision of the Team Leader of the Guidance and Learning Unit in the Policy and Mediation Division, the incumbent supports the regional divisions and field missions in implementing guidance and providing advice related to Special Political Missions (SPMs), including on planning and integration issues. He/she develops guidance related to SPMs, in consultation with regional divisions and field missions. He/she liaises with DFS and DPKO on policy issues related to SPMs and represents DPA in inter-agency policy fora on integration issues. In addition, the incumbent facilitates sharing of lessons, good practices and peer learning across field missions and DPA desks supporting SPMs, including through the convening of SPM focal point meetings. He/she participates in assessments, planning and other support missions to countries within assigned areas of responsibility.

The incumbent also supports the conduct and facilitation of lessons learning activities for Headquarters and the field, including through conducting After Action Reviews, lessons learned studies and debriefing sessions. Some of the lessons should feed into the support he/she will provide to the SPMs. He/she maintains up-to-date knowledge in the area of lessons learning and knowledge management and on policy and operational issues related to Special Political Missions. He/she regularly liaises with UN departments, agencies and other relevant partners on issues related to lessons learning and knowledge management. The incumbent works closely with colleagues responsible for guidance development, lessons learning, training and maintenance of the Department's Intranet.

He/she is responsible for preparing briefing notes and drafting talking points for senior leadership in support of the Unit's responsibilities for guidance and learning.

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

COMPETENCIES

PROFESSIONALISM: Knowledge of the functioning of the UN system in the area of peace and security. Research and analytical skills, including the ability to analyze complex dimensions of the work of the Department of Political Affairs, including its field missions. 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 sharing information and keeping people informed.

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.

PLANNING AND 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.

For Managerial Positions:

QUALIFICATIONS

Experience: A minimum of five years of progressively responsible experience in political science, international relations, law, disarmament, security, development management, conflict resolution or related area. Previous UN experience and knowledge in the areas of peace and security and conflict resolution is required. Experience in the area of guidance development and/or lessons learning and/or integrated strategic planning is highly desirable. Experience in and/or familiarity with the workings of special political missions is desirable.

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

Languages: English and French are working languages of the United Nations. For this position, fluency in English (both oral and written) is required. Knowledge of French is desirable. Knowledge of another UN official language is an advantage.

Other Skills:

ADDITIONAL COMMENTS

This post has the possibility of extension beyond the duration highlighted in this TVA. This vacancy is open to the level of the post and one level below. Candidates at levels lower than those stated in the TVA will not be considered.

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: DPA-Vacancy Email Address: dpa-vacancies@un.org

Copy (cc): _____ Email Address: _____

*** 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 .