



TEMPORARY JOB OPENING ANNOUNCEMENT

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| P-3 | Political Affairs Officer |
| TJO Grade Level ¹ | Functional Title |
| Department of Political Affairs/Middle East and West Asia | |
| Division/ Syria Team | |
| Department/Office/Division/ Service/Section | |
| POLITICAL, PEACE AND SECURITY Political Affairs | |
| Job Network and Job Family (See list on page 3-4)* | |
| 13/05/2013 | |
| Deadline (DD/MM/YYYY) | |

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

DUTIES AND RESPONSIBILITIES

Under the supervision of the Syria Team Leader, the Political Affairs Officer will be responsible for the following duties:

- provide political substantive and operational support to MEWAD management and the Office of the Joint Special Representative for Syria, draft relevant correspondence as required;
- collect and analyze information on political and peace and security developments in Syria and the region;
- monitor social media on developments pertaining to the Syrian conflict and prepare up-to-date information regarding substantive political matters on country-specific or regional issues;
- maintains regular working-level contacts with the Office of the Joint Special Representative.
- draft notes, background papers, talking points, speeches and other correspondence related to the Syrian conflict as required;
- as appropriate, contribute to senior UN officials' reports, analytical papers, talking points, speeches and other correspondence on the Syrian conflict;
- maintain close contacts with relevant sectors of the UN, relevant international and regional organizations, as well as relevant governments on coordination and policy matters;
- carry out, as appropriate, administrative functions relating to staff planning and budget;
- perform other related duties as required.

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

COMPETENCIES

Professionalism - Knowledge of country specific and regional issues and developments; ability to create and/or maintain, and participate in interdisciplinary/inter-departmental teams and task forces; ability to generate prompt and thorough responses to requests from headquarters staff; careful and complete maintenance of files on assigned issues; treats confidential information with appropriate care and discretion; responsibility for incorporating gender perspective and ensuring the equal participation of women and men in all areas of work; knowledge of the work of the United Nations and of the functions, priorities and policies of the Department of Political Affairs.

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 & 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: At least 5 years of progressively responsible experience in political analysis and diplomacy at the national and/or international levels is required; experience in the management of UN administrative and budgetary issues and procedures is required; experience in bilateral and/or multilateral negotiations is highly desirable; experience in providing political support and guidance to UN missions and/or good offices missions is also highly desirable.

Education: Advanced University Degree (master's degree or equivalent) in political science, international relations, international economics, law, public administration, or related fields. A first-level university degree with two years of qualifying experience may be accepted 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 English (both oral and written) is required. Knowledge of Arabic is an advantage.

Other Skills:

ADDITIONAL COMMENTS

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| ADDITIONAL COMMENTS |
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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-Vacancies 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:**

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

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|---|--|
| <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 .