



## TEMPORARY JOB OPENING ANNOUNCEMENT

**P-3**

TJO Grade Level<sup>1</sup>

**Political Affairs Officer**

Functional Title

**Department of Political Affairs / Europe Division**

Department/Office/Division/ Service/Section

**Political Affairs**

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

**10/05/2013**

Deadline

(DD/MM/YYYY)

Duty Station:	<b>New York</b>	Estimated Start Date:	<b>20/05/2013</b>
Duration of need:	<b>Through 31/12/2013</b>	Open to External Candidates?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

### ***DUTIES AND RESPONSIBILITIES***

This post is located in the Department of Political Affairs in the Europe Division. The incumbent of the post reports to the Team Leader of the Eastern Mediterranean and Western Europe Team.

Under the overall supervision of the Director of the Europe Division (ED), and direct supervision of his/her Team Leader, the incumbent will serve as Desk Officer in the Division. As desk officer for a number of Western European/Eastern Mediterranean countries as well as regional organizations and entities, the incumbent will compile and prepare briefing notes/talking points/background materials for meetings of the Secretary-General, Deputy Secretary-General and other senior officers as required; monitor and analyse political developments affecting specific countries and the region within his or her portfolio, through incoming and outgoing cables, correspondence, reports, media and other documents, and through liaising with relevant stakeholders; bring issues of importance to the attention of Senior Political Affairs Officers, help develop strategies and propose actions in the areas of conflict prevention, mediation and resolution, including by providing direct substantive support to the Secretary-General's Personal Envoy for the talks between Greece and the former Yugoslav Republic of Macedonia; facilitate coordination and liaise within the Department, with other parts of the UN system, Permanent Missions, academia and civil society on political, policy and operational issues; facilitate the development of cooperation between DPA and European-based regional/international organizations and to this end, liaise with officials of those bodies, arrange meetings and consultations, and provide recommendations on practical measures aimed at strengthening cooperative relations; as required, participate in conferences, seminars and other academic events related to his/her assigned area of expertise; and carry out administrative functions relating to planning within the Division. He/she will perform other related duties as required, including by providing back-up support in the implementation of the Secretary-General's good offices mandate on Cyprus, especially with regard to the SPM budgetary process and other reports, as required.

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

## *COMPETENCIES*

### Professionalism:

- Demonstrated ability to conduct in-depth studies and reach conclusions on possible causes and solutions to political problems in specific areas and/or countries, especially in Europe; good analytical, research and negotiating skills; Proven ability to maintain effective contacts and develop effective working relationships with UN Departments and Agencies, UN Country Teams, Secretariats of Regional Organizations, Permanent Missions to the UN and relevant Non-Governmental Organizations.
- Demonstrates professional competence and mastery of political affairs, including political analysis. Is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

### Communication:

Excellent and effective written and oral skills; diplomacy and tact; ability to persuade people with varying points of view and to present information in a concise and accurate manner; ability to convey difficult and/or complex issues and positions to senior officials.

**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.

**Teamwork** - Excellent interpersonal skills; ability to establish and maintain effective working relations with people in a multicultural and multi-ethnic environment with sensitivity and respect for diversity.

### *For Managerial Positions:*

## *QUALIFICATIONS*

**Experience:** A minimum of five years of progressively responsible experience in political analysis, conflict resolution, and negotiations, or related areas, at the international level is required. Experience as a desk officer in an international or regional organization is required. Experience with peace and security issues related to Europe, including the Europe-based regional organizations, is also highly desirable. Experience in drafting Secretary-General's reports to the Security Council and/or the General Assembly required.

**Education:** Advanced university degree (Master's degree or equivalent) in political science, international relations, international economics, law, public administration or other related fields. 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 the working languages of the United Nations Secretariat. For this post, fluency in English (both oral and written) is required. Knowledge of another official UN language is an advantage.

**Other Skills:** Knowledge of the SPM process is highly desirable.

**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: 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:**

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

<p><b><u>POLITICAL, PEACE AND SECURITY</u></b></p> <p>Political Affairs Humanitarian Affairs Human Rights Civil Affairs Electoral Affairs Rule of Law</p>	<p><b><u>CONFERENCE MANAGEMENT</u></b></p> <p>Conference Services Language</p>
<p><b><u>INFORMATION SYSTEMS AND COMMUNICATION TECHNOLOGY</u></b></p> <p>Information Systems and Technology Information Management</p>	<p><b><u>SAFETY AND SECURITY</u></b></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](http://www.un.org/hr_handbook/English) .