



TEMPORARY JOB OPENING ANNOUNCEMENT

P-2

**Associate Disarmament,
Demobilization and
Reintegration Officer**

TJO Grade Level¹

Functional Title

D/SRSG

Department/Office/Division/ Service/Section

Economic and Social Development Programme Management

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

11/05/2013

Deadline
(DD/MM/YYYY)

Duty Station:	Juba	Estimated Start Date:	01/06/2013
Duration of need:	Six months	Open to External Candidates?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

DUTIES AND RESPONSIBILITIES

Within the limits of delegated authority, the Associate Disarmament, Demobilization and Reintegration Officer (Member States Relations) will be responsible for the following duties: Develop and maintain a portfolio of bilateral and multilateral partners engaged in DDR in the Republic of South Sudan, with a view to expanding the partner base and finding opportunities for synergy and complementarity among existing initiatives. Liaise with representatives of the international donor community in order to keep abreast of their programmatic policies, with a view to identifying opportunities for donor engagement with the different phases of South Sudan's DDR programme. Support the organization and facilitation of donor and partner coordination fora and preparation of relevant briefing materials. Develop understanding of the politics of international development assistance and financing for peacekeeping and keep abreast of all developments impacting on member states' positions on financing for DDR.

Monitor, assess and analyze political, economic and security developments, and their impact on DDR planning in South Sudan and provide input to policy and strategy formulation accordingly. Liaise with representatives of the national government with a view to foster coherence in the approaches of all actors to DDR in South Sudan. Work closely with national government counterparts in coordinating donors and partners to the DDR programme through the programme specific structures and relevant fora and liaise with all relevant UN agencies, in particular UNDP, civil society and representatives of other entities accordingly. Support the national government in ensuring alignment of the programme and partner activities with national development planning and coordination frameworks.

Support senior staff in DDR and UNMISS senior management in preparing interactions with member state representatives in South Sudan and internationally. Support missions to member state capitals to ensure continued political and financial support from member states to the programme. Organize visits to the assigned region/country for high-level UN officials and members of the donor community.

In consultation with senior staff in DDR and O/DSRSG/RC/HC/RR, contribute to the preparation of various written outputs, e.g. draft background papers, analytical notes, sections of reports and studies, inputs to publications. Provide administrative and substantive support to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying and proposing participants, preparation of background documents and presentations, handling logistics, etc. Perform other duties as required.

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

COMPETENCIES

Professionalism - Ability to conduct independent research and analysis, identify issues and recommend solutions; proven analytical skills. Knowledge and understanding of aid architecture and of donor and host country priorities as they relate to DDR issues; familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet and other databases; ability to apply good judgment in the context of assignments given; ability to work under pressure, on occasion in a highly stressful environment. Commitment to implementing the goal of gender equality. Commitment to continuous learning - Willingness to keep abreast of new developments in the field. Communications - Good communication (spoken and written) skills, including the ability to draft/edit a variety of written reports and communications and to articulate ideas in a clear, concise style. Client Orientation – Ability to build effective relations with clients, ability to manage relations with senior personnel, often within diplomatic corps or host government, demonstrated sensitivity to client needs and ability to balance client demands with organizational interests. Teamwork - Good interpersonal skills and ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

For Managerial Positions:

QUALIFICATIONS

Experience: At least two years of progressively responsible professional experience in development work, with specific focus on fostering relations with government, development and donor partners. Previous conflict/post-conflict experience in the areas of peace building, human rights, small arms and DDR would be an advantage, as would experience working within government structures.

Education: Advanced university degree (Masters or equivalent) in Political Science, International Relations, International Economics, Human Rights, Law or a related field. A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree.

Languages: Fluency in spoken and written English; knowledge of Arabic an asset.

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: Iyad ABUAWAD Email Address: abu-awwad@un.org
Copy (cc): Julian Kambabazi Email Address: Kambabazi@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 post.
- 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.