



Job Opening

Posting Title: Political Affairs Officer, P3
Job Code Title: POLITICAL AFFAIRS OFFICER
Department/ Office: United Nations Integrated Peacebuilding Office in Guinea-Bissau
Duty Station: BISSAU
Posting Period: 8 April 2014-8 May 2014
Job Opening number: 14-POL-UNIOGBIS-34436-R-BISSAU (M)

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

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Org. Setting and Reporting

This post is with the United Nations Integrated Peacebuilding Office in Guinea-Bissau (UNIOGBIS). The incumbent will report to the Senior Political Affairs Officer.

Responsibilities

Within delegated authority the Political Affairs Officer will be responsible for performing the following duties: Political Analysis and Advice - Identify, analyze and monitor political developments, trends and emerging issues in the country or region assigned, according to the assigned portfolio and/or applicable mandate; Assess implications and make recommendations to senior management on possible policies, strategies and other measures to address issues of concern and to advance mandated objectives. Reporting and Information Management - Prepare summary and analytical reports including, but not limited to, situation reports, briefing notes, options papers, code cables and input for the reports of the Secretary-General to the Security Council General Assembly or other bodies; Prepare contextual information materials, such as background notes and political profiles and databases of relevance to the assigned portfolio; Manage information to ensure accessibility and utility. Planning, Coordination and Facilitation - Develop and maintain collaborative relationships with UN Common system colleagues and counterparts, Government representative, civil society actors, military and law enforcement actors, academic and research institutions and other national and international partners on information sharing, policy and on coordination matters; Consult and cooperate with partners to develop strategies and plans of action to address political challenges, in pursuit of shared objectives; Monitor, evaluate and report on implementation. Support preparation for official meetings, events and visits, including through the provision of Secretariat services and by drafting talking points and speeches for senior UN officials; Participate in fact-finding and other missions; Prepare written summaries of meetings/visits and assist with follow-up activities as appropriate. Administration/Management – Contribute to the formulation and implementation of the unit's programme of work. – Support planning and budgetary processes for current and future field operations. Perform other relevant duties as required

Competencies

PROFESSIONALISM: 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.

Education

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

Work Experience

A minimum of five years of progressively responsible experience in political affairs, diplomacy, conflict resolution, or related field. Experience in political outreach, facilitation, analysis, advice and reporting is required. Experience working in a United Nations common system field operation (inclusive of peacekeeping, political missions and UN agencies, funds, and programmes) - or similar international organization or non-governmental organization- in a conflict or post-conflict setting is required. Experience working on political issues in Guinea Bissau and/or in the broader West Africa region is desirable.

Languages

Fluency in spoken and written English is required. Knowledge of Portuguese is required. Knowledge of French would be an advantage.

Assessment Method

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

United Nations Considerations

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

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.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.

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