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## JOB POSTING DETAILS

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<b>Posting Title:</b>	<b>Associate Liaison Officer, NO-B</b>
<b>Job Code Title:</b>	<b>Associate Liaison Officer</b>
<b>Opening Number:</b>	<b>OSESGY-2017-NJO-017 (Sana'a)</b>
<b>Department/Office:</b>	<b>Office of the Special Envoy of the Secretary-General for Yemen</b>
<b>Location:</b>	<b>Sana'a, Yemen</b>
<b>Type of Contract:</b>	<b>Fixed Term</b>
<b>Duration of Contract:</b>	<b>One (1) Year Renewable</b>
<b>Posting period:</b>	<b>Two (2) Weeks</b>

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

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### **Special Notice:**

The Office of the Special Envoy of the Secretary General for Yemen invites all interested and qualified candidates to apply for the announced position. All interested candidates should submit their applications (Personal History Profile – P11) to the Recruitment Unit via email [OSESGYrecruitment@un.org](mailto:OSESGYrecruitment@un.org).

Important Notice: Applicants are required to submit only the P-11 form at this time since OSESGY is not able to consider a Curriculum Vitae or Resume. Therefore, *only applications made via the UN P-11 form will be considered*. Additionally, please do not submit any supporting documents such as diplomas / educational certificates. These documents will be requested only from those candidates who have successfully passed the assessment / interview process.

### **Org. Setting and Reporting:**

This position is located in the Security Sector Section of the Office of the Special Envoy of the Secretary-General for Yemen (OSESG Yemen). The Associate Liaison Officer will be located in Sana'a, Yemen and will report to the Senior Security Sector Reform Officer (P-5).

## **Responsibilities:**

The Associate Liaison Officer is responsible for maintaining professional networks of interlocutors and providing strategic advice and coordination, as well as for strategic and operational planning to the Special Envoy in the areas of Security Sector Reform, policing, disarmament, demobilization and reintegration (DDR) and other security-sector related issues.

Within the limits of delegated authority, the incumbent will be responsible for performing the following duties:

- Based on his/her professional experience, provides the Office with information and analysis on security sector issues affecting conflict dynamics at regional, national and local levels. Ensures that concerns and perceptions of the local population are effectively communicated to the Office, as well as other actors where appropriate;
- Represents, under supervision or based on specific tasking, the Office at regional, country-wide or local level as required, providing strategic insight, analysis and advice, in line with the Office's mandate in the area of security sector, including on military operations, policing, disarmament, demobilization and reintegration. Organizes, leads and/or participates in workshops, conferences and formal meetings, including with the parties to the conflict in Yemen;
- Develops or assists in developing assessments, mapping and planning documents, including stakeholder analyses, post-conflict needs assessments, beneficiary mappings, redeployment plans, and other relevant documents;
- Contributes to a shared understanding of the Office's operational environment, security-sector aspects of the mandate and operations amongst internal and external actors at the regional, national and local level to support consistency and coherence of approach. Builds, maintains and otherwise fosters effective working relations with members of United Nations Country Teams (UNCT) active in the areas relevant to security sector in Yemen;
- Contributes to the formulation of policies, guidelines and recommendations concerning the Office's actions and approaches required at regional, country-wide and local levels, assists in mobilising input, follow-up and other responses from the actors concerned, where appropriate;
- Identifies and researches good practices and lessons learned from security-sector interventions in contexts relevant to Yemen and shares these with colleagues; captures, preserves and distributes lessons learned by the Office of The Special Envoy;
- Contributes to planning and monitoring of the developments relevant to the security sector as required and takes the lead when appropriate;
- Supports dialogue between groups in conflict in areas including post-conflict security arrangements, based on his/her professional experience, by convening or participating in structured meetings, negotiation/mediation sessions and similar activities;
- Promotes and protects the interest of excluded and/or threatened groups in planning, designing and implementation of security-sector-related interventions through advocacy in full respect of international law, including the International Humanitarian Law;

- Supports civil society groups and/or institutions at the local level that promote a culture of peace and reconciliation. Assists them, including, where appropriate, in becoming effective implementing partners for all activities by the Office of Special Envoy;
- Assists regional, country-wide and local security-sector institutions to assess capacity-building and support needs, working with partners including the UNCT. Helps to design a coordinated response to these needs from relevant actors;
- Assists in the design and implementation of appropriate and practical Security Sector support to local security-sector actors, including mentoring and support to policy and decision making processes where appropriate. This includes proposing, development and delivery of training and other capacity-building activities; development of terms of reference, codes of conducts and rules of engagement when needed;
- Establishes and maintains contacts with UN agencies, at the regional, national and local levels, and supports the establishment and maintenance of contacts with other actors as required by senior management;
- Contributes to the preparation of written reports (including input to reports by the Secretary-General on Yemen) , studies, documents and communications, on issues related to the security sector;
- Manages, chairs and/or participates in work groups, meetings, conferences, consultations and follow-up work with other agencies and partners on security sector-related matters to support policy development work and decision-making.

## **Competencies:**

**Professionalism:** Candidates should demonstrate competency in the core profile as well as one or more of the three professional specializations below.

**Core profile:** Understanding of the contexts within which United Nations operations function, and appreciation of how to translate a broad strategic vision into concrete objectives on the ground. In-depth understanding of Yemen environment, its political and security dynamics. Knowledge of United Nations policy and approaches on Security Sector and related areas, and a strong appreciation of the role of the Security Sector Office in empowering and enabling other actors. Ability to build networks and maintain effective working partnerships with a range of actors at the local level and to positively influence them where appropriate in establishing a common sense of purpose. Understanding of how to ensure effective coordination. Proven problem solving abilities. Ability to analyze political, economic and social factors affecting conflict dynamics at the local level. Ability to evaluate and integrate information from a range of actors, and to articulate in clear reports. Understanding of the relationship between local dynamics and the central level in the progress of the overall peace process. Understanding of the role of elected or transitional members of representative bodies. Understanding of the principle of national ownership and of how to apply this in Security Sector work. Appreciation of the complexities involved in identifying the concerns and perceptions of the local population in post-conflict environments. Proven ability to work independently under pressure, on occasion in highly stressful or isolated environments and with minimum supervision. Ability to work with tact and diplomacy, primarily as an enabler of constructive actors and processes. Respect for local cultures and values, awareness of the impact of personal conduct, ability to adapt behavior

to different environments with sensitivity. Commitment to long term objectives, tenacity and a positive attitude in pursuing them.

**Conflict Management:** Ability to implement a strategy for support to domestic actors at the regional or local level in conceptualizing, designing and implementing conflict management or reconciliation processes. Solid knowledge of practices aimed at fostering dialogue between parties in conflict. Understanding of the opportunities and risks involved in working with civil society groups in peacekeeping/building processes in different contexts, and knowledge of mechanisms and approaches to empower civil society actors where appropriate. Understanding of the role and nature of confidence-building work in peacekeeping environments. Proven competencies in convening, facilitation and negotiation. Ability to liaise with a variety of actors on sensitive issues, including excluded and threatened groups.

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.

**Planning and Organizing:** Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments and 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.

## **Education:**

An advanced university degree (Master's degree or equivalent) in social sciences, political science, international relations, public administration, anthropology, law, economics or related area – and/or military/police academy or college (e.g. command & staff, or War College) diploma is required. 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 two (2) years of progressively responsible experience in liaison-related work with UN Special Political Missions, Peacekeeping Operations, UN funds or programmes, National or International NGOs, or community based organizations, research institutions, etc is required. Work experience in military or police-related institutions (e.g. Ministries, Joint Staff, Military or

Police Academies) is understood as fulfilling this criterion. Of these 2 years, a minimum of twelve months should be in conflict management and reconciliation, areas related to the security sector or other related areas in a position requiring conflict management, facilitation, mediation or negotiation skills; experience in facilitating structured dialogue events between different parties, and reconciliation activities and processes. Operational/tactical-level experience in regular military or security services at national or international level is also desirable.

### **Languages:**

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English and Arabic (both oral and written) is required.

### **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.

### **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.