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## JOB POSTING DETAILS

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Posting Title:	Gender Affairs Officer, NO-C (2 positions)
Job Code Title:	Gender Affairs Officer
Opening Number:	OSESGY-2017-NJO-020 (Sana'a)
Department/Office:	Office of the Special Envoy of the Secretary-General for Yemen
Location:	Sana'a, Yemen
Type of Contract:	Temporary
Duration of Contract:	Through 31 December 2017 with possibility of extension
Posting period:	Three (3) weeks

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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:

These positions are located in the Gender, Women, Peace and Security Unit, of the Office of the Special Envoy of the Secretary-General for Yemen (OSESG-Yemen) in Sana'a, Yemen, and may entail frequent travel to Aden. The Gender Affairs Officer will report to the Senior Gender, Women, Peace and Security Adviser.

## **Responsibilities:**

Within the limits of delegated authority, the Gender Affairs Officer will be responsible for performing the following duties:

- Supports knowledge management and data collection with regard to gender, women peace and security policy and facilitates the collection and exchange of information between partners;
- Supports the implementation of UN Security Council Resolutions on Women, Peace and Security and other relevant resolutions;
- Supports the process of implementing the mission's Gender Women Peace and Security Action Plan to mainstream gender and Women, Peace and Security (WPS) considerations into the work of the mission components;
- Coordinates, as needed, with other UN agencies, Funds and Programmes that have complementary mandates on gender related issues through participating in working level mechanisms, as well as coordinates with relevant institutions;
- Supports the coordination of the WPS working group for Yemen in collaboration with UN Women, which should coordinate the programme and activities of WPS in Yemen;
- Maintains contact with government institutions on coordination and policy matters as per the work-plan;
- Maintains up-to-date knowledge of regional developments in peace and security issues and integrate information in support of policy and programme development, analysis, outreach and advocacy;
- Gathers, selects and analyses information contained in communications and publications received from different sources, including the press;
- Maintains up-to-date knowledge of events relating to Gender and Women, Peace and Security issues, in general, and in particular as they affect Yemen;
- Keeps abreast of latest trends and developments in the area of assignment and provides inputs on issues to senior officials and colleagues in the field mission and elsewhere in the Secretariat when required;
- Monitors national and regional level relevant developments and provides advice to management;
- Monitors actions taken by intergovernmental groups, UN organisations, government and non-governmental organizations;
- Selects, classifies and stores in computerised databases information relating to potential disputes and conflicts involving Yemen and regional actors;
- Participates in fact-finding and other missions as required by the Head of Unit;
- Prepares meetings of the Special Envoy / Deputy Head of Mission/ Senior Staff with officials from the host country;
- Performs other related duties as required by the Senior Gender, Women, Peace and Security Adviser.

## **Competencies:**

### **Professionalism:**

Has ability to identify and analyse the underlying causes of instability (e.g. political, ethnic, sectarian, social, economic) and to provide strategic advice and recommendations to senior

officials; Demonstrates sound knowledge of the UN system and understands the roles of substantive components within the Mission; 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 the 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 Political Science, Management or Development, or a related field is required. A first level university degree with a combination of two additional years of qualifying experience may be accepted in lieu of the advanced university degree. Professional training in the areas of planning, monitoring and evaluation, facilitation and/or coordination is an asset.

**Work Experience:**

A minimum of two to three years of progressively responsible experience in political science, international relations, law, disarmament, security, development management, conflict resolution or related area. is required.

**Languages:**

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

**Assessment:**

Evaluation of qualified candidates may include an assessment exercise which may be followed by a 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.

### **Additional Information on Recruitment against Temporary Job Openings:**

- 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 section 5.7 below and 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/2010/4Rev.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.

- Upon separation from service, including, but not limited to, expiration or termination of, or resignation from, a fixed-term, continuing or permanent appointment, a former staff member will be ineligible for re-employment on the basis of a temporary appointment for a period of 31 days following the separation. In the case of separation from service on retirement, a former staff member will be ineligible for re-employment for a period of three months following the separation. This equally applies, mutatis mutandis, with respect to a former or current staff member who has held or holds an appointment in another entity applying the United Nations Staff Regulations and Rules and who applies for a temporary position with the Secretariat.

- Retirees above the mandatory age of separation who wish to be considered for the current temporary job opening must indicate the reason for their last separation as "retirement." Such retirees shall not be employed by the Organization, unless (a) the operational requirements of the Organization cannot be met by staff members who are qualified and available to perform the required functions; and (b) the proposed employment would not adversely affect the career

development or redeployment opportunities of other staff members and represents both a cost-effective and operationally sound solution to meet the needs of the service.

- 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)
- Staff members of the United Nations common system organizations who will reach the mandatory age of separation or retirement within the duration of the current temporary need period are not eligible to apply.
- Staff members are not eligible to apply for the current temporary job opening if they are unable to serve the specified duration of temporary need before reaching the mandatory age of separation. Submitting an application or selection for the current temporary job opening does not delay or increase the mandatory age of separation.