
JOB POSTING DETAILS

Posting Title:	Associate Political Affairs Officer, NO-B (2 posts)
Job Code Title:	Associate Political Affairs Officer
Opening Number:	OSESGY-2017-NJO-027 (Sana'a)
Department/Office:	Office of the Special Envoy of the Secretary-General for Yemen
Location:	Sana'a, Yemen
Type of Contract:	Temporary Appointment
Duration of Contract:	Six (6) months
Posting period:	10 days

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

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.

This Temporary Job Opening is *for an initial period of six (6 months)*. Any extension of assignment / appointment is subject to extension of the mission's mandate and funding of the position.

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 Office of the Special Envoy of the Secretary-General to Yemen (OSESG-Yemen) and based in Sana'a. The Associate Political Affairs Officer will report to the Principal Political Affairs Officer through the Head of Office/Senior Political Affairs Officer in Sana'a.

Responsibilities:

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

- 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 political issues, in general, and in particular as they affect the countries and thematic mandates for which the staff member is responsible;
- 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 political developments and provides advice to field mission/UN agencies active on the ground;
- Maintains contacts with other sectors of the UN, other international organizations and governments on coordination and policy matters;
- 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 assigned countries or region;
- Participates in fact-finding and other missions to countries within assigned area of responsibility;
- Prepares meetings of the Special Envoy / Deputy Head of Mission with officials from the host country;
- Performs other related duties as required.

Core Competencies:

Professionalism: Has ability to identify and analyze 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.

Client Orientation: Considers all those to whom services are provided to be "clients " and seeks to see things from clients' point of view; Establishes and maintains productive

partnerships with clients by gaining their trust and respect; Identifies clients' needs and matches them to appropriate solutions; Monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; Keeps clients informed of progress or setbacks in projects; Meets timeline for delivery of products or services to client.

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 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.