
JOB POSTING DETAILS

Posting Title:	Assistant Political Affairs Officer, NO-A (2 posts)
Job Code Title:	Assistant Political Affairs Officer
Opening Number:	OSESGY-2019-NJO-006
Department/Office:	Office of the Special Envoy of the Secretary-General for Yemen
Location:	Aden, Yemen
Type of Contract:	Temporary
Duration of Contract:	364 days
Posting period:	23 May– 1 June 2019

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

Special Notice:

The Human Resources Section 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.

Important Notice: Applicants are required to submit only the P-11 form at this time, so please do not submit any additional documents such as Curriculum Vitae or 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 Political Affairs Section of the Office of the Special Envoy of the Secretary-General for Yemen (OSESG-Yemen) in Aden, Yemen. The Assistant Political Affairs Officer will report to the Political Affairs Officer.

Responsibilities:

- Within delegated authority, the Associate Political Affairs Officer will be responsible for the following duties:
- Gathers, selects and analyses information received from different sources, including the media, verifies information using on-the-ground sources, and produces spot reports, analytical notes and background papers in a timely manner.

- Builds up and maintains networks with interlocutors at the national, subnational and local levels; coordinates substantive meetings for the Head of Office.
- Maintains up-to-date knowledge of the latest trends and developments in the areas of his/her assignment and provides inputs on issues to the Head of Office and Political Affairs Officer.
- Monitors political, socio-economic, and other politically relevant developments in an assigned area.
- Provides input into political, humanitarian and economic efforts and programmes.
- Updates computerised databases in the Section.
- Participates in field missions within assigned areas of responsibility and assists with coordinating field missions.
- Performs other related duties as required.

Competencies:

PROFESSIONALISM: Ability to identify and analyze political, ethnic, racial, social and economic problems that cause civil unrest in a country or geographic area. 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:

A first-level university degree (bachelor's degree or equivalent) in political science, international relations, international economics, law, public administration or other related fields is required.

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.

Assessment:

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