
JOB POSTING DETAILS

Posting Title:	Associate Political Affairs Officer, NO-B
Job Code Title:	Associate Political Affairs Officer
Department/Office:	Office of the Special Envoy of the Secretary-General for Yemen
Location:	Aden, Yemen
Type of Contract:	Temporary Appointment
Duration of Contract:	Through 31 December 2022
Posting Period:	05 – 26 June 2022

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 Office of the Special Envoy of the Secretary-General for Yemen (OSESG-Yemen) in Aden, Yemen. The Associate Political Affairs Officer will report to the Political Affairs Officer/ and Head of Office.

Responsibilities:

The Associate Political Affairs Officer reports to the Political Affairs Officer. Within the delegated authority, the Associate Political Affairs Officer will be responsible to research and support the activities of the mission which includes the management (collection, coordination, analysis and dissemination) of information in order to support decision-making, early warning, policy development and planning within the Mission. S/he generally provides basic analysis on political, socio-economic, and other politically relevant developments in an assigned area.

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

- Analyses information contained in communications and publications received from different sources, including the press; maintains up-to-date knowledge of events related to political issues in a specified area or subject matter and identifies areas of concern to support the decision-making, early warning, policy development and planning for an integrated UN within the Mission.
- 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.
- Prepares summaries of articles from a wide variety of sources and draft a variety of correspondence, and sections of reports.
- Monitors political, socio-economic, conflict developments and other politically relevant developments in an assigned area.
- Provides input into political and economic efforts and outreach.
- Supports with organizing meetings and visits for high-level officials
- Liaises with Yemeni authorities, political components, civil society UN agencies, funds and programmes on political and economic issues as required
- Create databases that track project progress and provides other information relevant to assigned area.
- Performs other related duties as required.

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.

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, International Relations, International Economics, Law, Public Administration or other 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.

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.

Experience in liaising directly with local authorities, political components, armed actors or civil society is desirable.

Experience in analysis and reporting on political, social or economic issues is desirable.

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.