
JOB POSTING DETAILS

Posting Title:	Political Affairs Officer, NO-C
Job Code Title:	Political Affairs Officer, NO-C
Department/Office:	OSESGY
Location:	Sana'a, Yemen
Posting period:	10 – 24 April 2023

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.

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 Sana'a Office, Yemen, of the Office of the Special Envoy of the Secretary-General for Yemen (OSESGY) and reports to the Head of Office/Senior Political Affairs Officer. The incumbent assists the Senior Political Affairs Officer in work related to OSESGY's mandate. S/he maintains regular contacts at the working level with various offices of involved governments, the United Nations, various UN agencies, NGOs, and diplomatic missions.

Responsibilities:

Under the direct supervision of the Head of Office:

- Participates fully in assigned operational activities related to the work of OSESGY i.e., peacekeeping, disarmament, demobilization and reintegration, conflict prevention and resolution, post-conflict rehabilitation, election administration, political and governance institution-building, civil society support work, mediation strategies etc.; supports an integrated approach that includes a rights-based dimension, conflict prevention

sensitivity, political economy analysis and gender perspective into the policy, planning and operational activities of the Office.

- Prepares briefing notes and talking points for the Senior Political Affairs Officer, Head of the Mission and other senior staff. As requested, provides guidance and advice on assigned issues to the Head of Office, as well as other selected offices of intergovernmental bodies concerning assigned areas of work, status of negotiations, and the approach to various issues including interpretation of the rules of procedure. Prepares responses to comments, statements, and queries of parties and manages operations involving several components of a limited nature, such as civilian, military or humanitarian operations. Develops and maintains relations with Sana'a based officials at the working levels and advises them on issues and policies of mutual concern.
- Participates as a member of a team dealing with a variety of political and economic issues in Yemen and the region. Attends meetings to identify the scope of the project, considers methodologies, and participates in developing guidelines, terms of reference and operational plans and time frames for new assignments. Assists in planning, coordinating and supporting programmes, projects and activities requiring mission and/or interagency involvement and participation. Represents the team at round tables, seminars and conferences.
- Supports his/her supervisor in the formulation of the work programme, budget and medium-term plans of the unit by participating in meetings and compiling or researching issues related to the mission.
- Supports the Head of Office in meetings with Yemeni interlocutors including interpretation as required.
- 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, including on engagement and mediation strategies; 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.

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.

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.

Work Experience:

A minimum of five (5) years of progressively responsible experience in political science, international relations, law, disarmament, security, development management, conflict resolution or related area is required.

Experience working on economic issues is desirable.

Experience managing teams is required.

Experience working for the UN is desirable.

Experience providing simultaneous interpretation Arabic-English is required.

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:

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.