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## JOB POSTING DETAILS

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Posting Title:	Associate Coordination Officer, NO-B
Job Code Title:	Associate Coordination Officer
Opening Number:	OSESGY-2023-TJO-006
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 2023
Posting period:	10 July 2023 – 9 August 2023

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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 (Admin Profiles created in Inspira) to the Recruitment Unit via email [OSESGYrecruitment@un.org](mailto:OSESGYrecruitment@un.org).

Important Notice: Applicants are required to submit only the PHP form at this time since OSESGY is not able to consider a Curriculum Vitae or Resume nor P11s. Therefore, *only applications made via Inspira will be considered.*

To create a draft PHP in Inspira that is not be associated to a specific job opening, please follow this link (<https://www.manula.com/manuals/united-nation-dos-cdots/applicant-guide/1/en/topic/starting-an-application>). 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 Security Sector Section of the Office of the Special Envoy of the Secretary-General for Yemen (OESG Yemen). The Associate Coordination Officer will be located in Aden and will report to the Senior Security Sector Reform Officer (P-5).

## **Responsibilities:**

Within delegated authority, and under the direct supervision of the SSR Officer, the Associate Coordination Officer will carry out the following duties:

- Supports the military / security track of the mediation process through promoting dialogue, analyzing the security situation, and engaging in activities to support transitional security arrangements, such as ceasefire management, policing, and accountability mechanisms.
- Supports engagement and advocacy with national stakeholders to promote the peace process and programming for security sector reform.
- Liaises with UN agencies, relevant governmental departments, international donor community and civil society; facilitates coordination meetings and relevant forums that would enhance the peace process.
- Monitors, analyses and reports on trends on operational developments and transitional security arrangements.
- Maintains database of relevant contacts and figures related to the Yemeni security sector.
- Contributes to the preparation of written reports, briefings, studies, documents and communications, on issues related to the Yemeni security sector.
- Other related tasks as required.

## **Competencies:**

**Professionalism:** 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.

**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.

**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:**

Advanced University degree (master's degree or equivalent) preferably in business administration, management, economics, political science, military / security studies, international relations or related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

### **Work Experience:**

A minimum of two (2) years of progressively responsible experience in coordination of political, security or development related activities with government institutions is required.

Proven established relationships and networks with Yemeni military, political and civil society stakeholders, particularly Aden authorities and in other Southern Governorates, is required.

Work experience in a non-governmental organization is desirable.

Experience in facilitating dialogue and consultations is desirable.

Experience working with the United Nations is desirable.

### **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 Method:**

Evaluation of qualified candidates may include an assessment exercise which may be followed by 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. Female candidates are highly encouraged to apply.

### **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.