



## TEMPORARY VACANCY ANNOUNCEMENT

<b>D-1</b>	<b>Chief of Staff</b>
TVA Grade Level	Functional Title
<b>DPA/UNOWA/SRSG Office</b>	
Department/Office/Division	
<b>Political Affairs</b>	
Occupational Group (See list on last page)	
<b>D-1</b>	<b>10 May, 2012</b>
Open to (Current Grade of Applicant)	Deadline (DD/MM/YYYY)

Service/Section:	<b>SRSG Office</b>	Estimated Start Date:	<b>01/06/2012</b>
Duty Station:	<b>Dakar - Senegal</b>	Possibility of Extension?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Duration:	<b>1 Year</b>	Open to External Candidates?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

### ***DUTIES AND RESPONSIBILITIES***

#### Responsibilities:

Under the direct supervision of the Special Representative of the Secretary-General (SRSG) and Head of United Nations Office for West Africa (UNOWA) as well as Chairman for the Cameroonain – Nigerian Mixed Commission (CNMC), and within relevant and delegated authority, the Chief of Staff (COS) will be responsible for the following functions:

**Management** - The COS will ensure the effective direction and integrated management of all the mission's activities in line with the strategic vision and guidance of the SRSG and Chairman for CNMC; coordinate the work program and oversee the activities of all other entities located in the Office of SRSG, hold the overall management responsibility for the staff working in the immediate office of the SRSG and coordinate with UNOWA Heads of Departments and CNMC Program Manager for ensuring that the SRSG receives the required support to carry out his functions and is properly briefed. In coordination with DPOLAD, s/he will be responsible for ensuring alignment of the substantive activities and programs of the mission within the available resources. The COS will be the interface between the OSRSG and Mission Support on all personnel matters. The COS will be the focal point for all sensitive personnel and management issues as well as for contacts with the Office of Internal Oversight Services. The COS will ensure regular interaction between the SRSG and the staff of UNOWA and CNMC, including through management and all staff meetings. The COS will ensure the immediate office of the SRSG is fully staffed with appropriate human resources, with particular attention to promoting gender balance.

**Policy and Coordination** - The COS will provide guidance on United Nations rules and procedures, together with the Chief Mission Support; S/he will be responsible for coordination of policy and its implementation among the various components of the Mission and may liaise with the United Nations Country Team when required. S/he will ensure that advice and information is coordinated with all relevant components of both UNOWA and CNMC prior to submission to the SRSG. The COS will also coordinate with the Heads of Components for the development of the annual work plan that accurately reflect the mandates of UNOWA and CNMC.

**Planning and Budgeting** - The COS, together with D/POLAD, will be responsible for developing a strategic plan for the implementation of the Mission's mandate and coordinate with the Substantive components of UNOWA and CNMC during the development of results-based budgeting (RBB) frameworks in such a way that accurately reflects the mandate of UNOWA and CNMC. Together with the Chief Mission Support, will coordinate the inputs of UNOWA and CNMC budget preparation / submission to ensure that adequate provisions are made to meet resource requirements. The COS will also ensure a clear understanding between substantive priorities and support capacities and liaise with all components to advise and ensure the use of the best methods for achieving the objectives and priorities of the operation/mission.

**Communication** -The COS will be responsible for effective functioning of the coherent communication structures and systems, and

serves as the focal point for communication with United Nations Headquarters in New York; Oversees mission-wide, integrated procedures and systems for information analysis and management, including intra-mission information sharing and reporting requirements. The COS will manage and facilitates the flow of information, including management of code cable traffic and coordination of responses to queries from UNHQ and other UN Agencies / Offices. The office of the COS will receive and logs the majority of correspondence reaching the Mission from UNHQ and external sources and; processes internal Mission correspondence submitted for the SRSG attention

Protocol - The COS will advise the SRSG on protocol matters, including functions and invitations from the Host Country authorities; supervise and provide guidance on the preparation and coordination of high level official visits. S/he will also coordinate with Mission Support for all the logistics required.

Other - The COS may attend official events / functions and/or perform any other duties as may be requested by the Head of the Mission.

### ***COMPETENCIES***

Professionalism – Demonstrates in-depth understanding of Field missions; 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' strong analytical skills combined with good judgment; proven ability to review and edit the work of others; ability to exercise diplomacy and tact, ability to interact with senior government officials and agencies;commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of peace operations.

Planning and Organizing - Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; 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.

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.

***For Managerial Positions:***

Leadership - Serves as a role model that other people want to follow; empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvements; does not accept the status quo; shows the courage to take unpopular stands. Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing.

Managing Performance - Delegates the appropriate responsibility, accountability and decision-making authority; makes sure that roles, responsibilities and reporting lines are clear to each staff member; accurately judges the amount of time and resources needed to accomplish a task and matches task to skills; monitors progress against milestones and deadlines; regularly discusses performance and provides feedback and coaching to staff; encourages risk-taking and supports creativity and initiative; actively supports the development and career aspirations of staff; appraises performance fairly.

Judgement/Decision-Making: Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; takes decisions with an eye to the impact on others and on the Organization; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines that the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.

Building Trust - Provides an environment in which others can talk and act without fear of repercussion; manages in a deliberate and predictable way; operates with transparency; has no hidden agenda; places confidence in colleagues, staff members and clients; gives proper credit to others; follows through on agreed upon actions; treats sensitive or confidential information appropriately.

***QUALIFICATIONS***

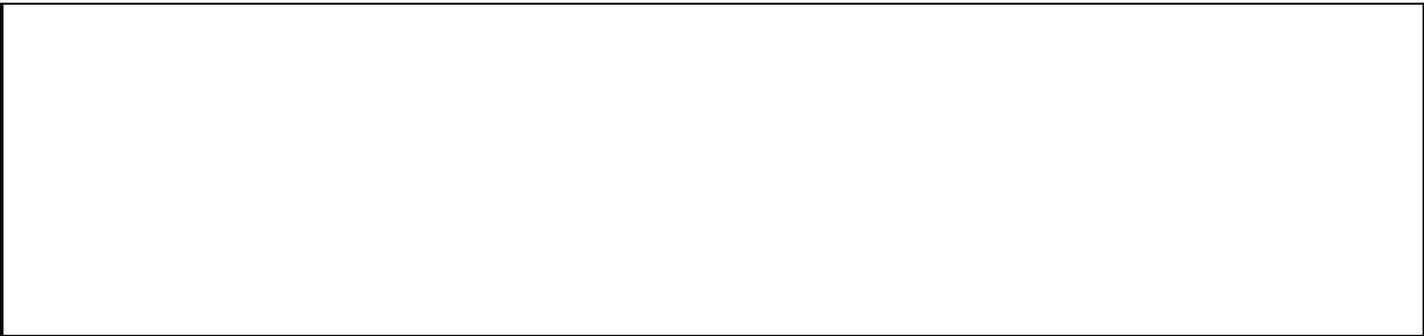
**Experience:** At least 15 years of progressively responsible experience is required in such areas as: political, social, civil, military or legal affairs; human rights; public or business administration, management, human resources and financial management; or other related fields. Proven track record of leadership and management in multicultural settings, including coordination of interdisciplinary teams, is required. Experience in strategic and operational planning and analysis is desirable. Experience in engaging with high level government officials and senior officials from multilateral organizations would be an advantage. Experience in UN Special Political Missions and/or peacekeeping operation/peacebuilding missions is desirable, as is knowledge of UN rules and regulations. Familiarity with West Africa is desirable.

**Education:** Advanced university degree (Master's degree or equivalent) in one or more of the following disciplines: political sciences, social sciences, finance, public administration, business administration, management, international relations, international economics, law, or other related fields. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

**Languages:** For this post, fluency in both English and French (both oral and written) is required.

**Other Skills:** .

***ADDITIONAL COMMENTS***



**DOCUMENTS REQUIRED:**

- Cover Letter**
- PHP**
- Signed PAS**      **Periods:**
- Others:**

**ALL SUBMISSIONS TO BE SENT TO:**

Contact Name: Mrs Elizabeth Tamakloe      Email Address: Tamakloe1@un.org  
Mrs. Awa Ly Ka      lya@un.org

Copy (cc): Mrs Khady Diouf Traore      Email Address: diouf5@un.org

**Please choose from this list of Occupational groups:**

Administration	Logistics
Civil Affairs	Management and Programme Analysis
Civilian Police	Medical
Conference Services	Ombudsman
Drug Control and Crime Prevention	Political Affairs
Economic Affairs	Population Affairs
Electoral Affairs	Procurement
Engineering	Production Service and Transport Work
Finance	Programme Management
Human Resources	Public Administration
Human Rights	Public Information
Humanitarian Affairs	Science and Technology
Information Management	Security
Information Systems and Technology	Social Affairs
Internship	Social Sciences
Jurists	Statistics
Legal Affairs	

**Note:**

While this temporary assignment will provide the successful applicant with an ideal opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post.

Internal candidates for this purpose is defined as staff members currently serving under 100 series appointment who have been recruited after a competitive examination under staff rule 104.15 or after the advice of a Secretariat joint body under staff rule 104.14. External applicants may be considered when it is not possible to identify suitable internal candidates of the same department/office.

Please note that external candidates are generally not entitled to be appointed at the advertised level of this temporary vacancy and will therefore be graded in accordance with the current recruitment guidelines. This means that the grade may be at a lower level than that of the advertised level of the post.

For information on the provisions for special post allowance, please refer to ST/AI/1999/17.