



TEMPORARY JOB OPENING ANNOUNCEMENT

P-3

 TJO Grade Level¹
Political Affairs Officer

Functional Title

UNOWA/OSES

Department/Office/Division/ Service/Section

Political Affairs, Political Peace and Security

Job Network and Job Family (See list on page 3-4)*

18 April 2014

 Deadline
 (DD/MM/YYYY)

Duty Station: Dakar, Senegal	Estimated Start Date: 1 May 2014	
Duration: Initially through 22 June 2014	Open to External Candidates? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

DUTIES AND RESPONSIBILITIES

This position is located in the Sahel Office of the United Nations Office for West Africa (UNOWA) in Dakar, Senegal. The incumbent will report to the Senior Political Affairs Officer and the Head of Office, and will work closely with UNOWA staff. Within delegated authority, the Political Affairs Officer will be responsible for the following duties:

Political Analysis and Advice

- Identify, analyze and monitor political developments, trends and emerging issues in the Sahel.
- Assess implications and make recommendations to senior management on possible policies, strategies and other measures to address issues of concern and to advance mandated objectives.

Reporting and Information Management

- Prepare summary and analytical reports including, but not limited to, situation reports, briefing notes, options papers, code cables and input for the reports of the Secretary-General to the Security Council.
- Prepare contextual information materials, such as background notes and talking points, as well as statements and speeches.

Planning, Coordination and Facilitation

- Develop and maintain collaborative relationships with UN Common System colleagues and counterparts in Dakar, across the Sahel region and New York, as well as with Government representatives, international financial institutions, civil society actors, and academic and research institutions, and other national and international partners on information-sharing, policy and coordination matters.
- Consult and cooperate with partners to develop strategies and plans of action to advance the implementation of the UN Integrated Strategy for the Sahel; Monitor, evaluate and report on implementation.
- Support preparations for official meetings, events and visits, including through the provision of Secretariat services and by drafting talking points and speeches for senior UN officials; Participate in fact-finding –and other- missions; Prepare written summaries of meetings/visits and assist with follow-up activities.

Management/Administration

- Contribute to the formulation and implementation of the Sahel Offices's programme of work.
- Support planning and budgetary processes.
- Perform other relevant duties as required.

¹ For eligibility and other conditions, please see the Notes at the end of this form.

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.

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.

For Managerial Positions:

QUALIFICATIONS

Experience: A minimum of five years of progressively responsible experience in political affairs, diplomacy, conflict resolution, or related field. Experience in political outreach, facilitation, analysis, advice and reporting is required. Experience working in a United Nations common system field operation (inclusive of peacekeeping, political missions and UN agencies, funds, and programmes) - or similar international organization or non-governmental organization - in a conflict or post-conflict setting is highly desirable. Experience working on or in the Sahel is highly desirable. Experience supporting a multi-stakeholder programme is desirable, as is experience engaging with International Financial Institutions.

Education: Advanced university degree (Master's degree or equivalent) in political science, international relations, social sciences, law, public administration, or a related field. A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree.

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

Other Skills:

ADDITIONAL COMMENTS

DOCUMENTS REQUIRED:

- Cover Letter**
- Personal History Profile (visit <https://inspira.un.org> to generate a PHP)**
- Proof of required academic credentials (for external applicants)**
- Employment verification letter from most recent employer (for external applicants)**
- Last two completed Performance Appraisal or two Reference Letters for external applicants**
- Other:**

ALL SUBMISSIONS TO BE SENT TO:

Contact Name: UNOWA/CNMC HR Email Address: unowa-cnmc-hr@un.org

Copy (cc): _____ Email Address: _____

*** Hiring Manager/Recruiter, please choose from the list of Job Networks the appropriate Job Family:**

<u>ECONOMIC AND SOCIAL DEVELOPMENT</u> Economic Affairs Environment Affairs Population Affairs Statistics	<u>LEGAL</u> Jurists Legal Affairs Ombudsman
Social Sciences	
Public Administration Programme Management Science and Technology Drug Control and Crime Prevention	<u>PUBLIC INFORMATION AND EXTERNAL RELATIONS</u> Public Information Protocol
<u>MANAGEMENT AND OPERATIONS SUPPORT</u> Administration Audit Finance Procurement Human Resources Medical Production, Service & Transport Investment Management Management & Programme Analysis Ethics Engineering Pension Management Logistics	
<u>POLITICAL, PEACE AND SECURITY</u> Political Affairs Humanitarian Affairs Human Rights Civil Affairs Electoral Affairs Rule of Law	<u>CONFERENCE MANAGEMENT</u> Conference Services Language
<u>INFORMATION SYSTEMS AND COMMUNICATION TECHNOLOGY</u>	<u>SAFETY AND SECURITY</u>

Notes:

- A current staff member who holds a **fixed-term, permanent or continuing appointment** may apply for temporary positions no more than one level above his or her current grade. However, a current staff member who holds an appointment at the G-6 or G-7 level may also apply to temporary positions in the Professional category up to and including the P-3 level, subject to meeting all eligibility and other requirements for the position. A staff member holding a **temporary appointment** shall be regarded as an external candidate when applying for other positions, and may apply for other temporary positions at any level, subject to staff rule 4.16 (b) (ii). Therefore, a staff member holding a temporary appointment in the General Service or related categories may only apply to positions within those categories. For full information on eligibility requirements, please refer to section 5 of [ST/AI/2010/4/Rev.1](#) on Temporary Appointments. In its resolution 66/234, the General Assembly further *“stressed that the Secretary-General should not recur to the practice of temporarily filling posts in the Professional and higher categories with General Service staff members who have not passed the General Service to Professional category examination other than on an exceptional basis, and requests the Secretary-General to ensure that temporary occupation of such posts by the General Service staff shall not exceed a period of one year, effective 1 January 2013...”* Consequently, eligible candidates in the General Service or related categories for temporary job openings in the Professional category that have not passed the competitive examination may be selected only on an exceptional basis endorsed by the Office of Human Resources Management where no other suitable candidate could be identified.
- Subject to the funding source of the position, this temporary job opening may be limited to candidates based at the duty station.
- While this temporary assignment may provide the successful applicant with an 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. An external candidate selected for this position is bound by the prevailing condition of the staff selection system under [ST/AI/2010/3](#), as amended, and [ST/AI/2010/4/Rev.1](#). A staff member holding a temporary appointment who is recruited in the Professional and above categories on a temporary appointment, and placed on a position authorized for one year or longer may not apply for or be reappointed to his/her current position within six months of the end of his/her current service. This provision does not apply to staff members holding temporary appointments and placed on positions authorized for one year or more in duty stations authorized for peacekeeping operations or special political missions.
- The expression “Internal candidates”, shall mean staff members who have been recruited after a competitive examination under staff rule 4.16 or after the advice of a central review body under staff rule 4.15.
- Please note that candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the post.
- For information on special post allowance, please refer to [ST/AI/1999/17](#).
- For more details on the administration of temporary appointments please refer to [ST/AI/2010/4/Rev.1](#).