

**CONSULTANCY POSITION  
SUPPORT TO SENIOR MEDIATION ADVISOR  
3 months (DAKAR-frequent travel to Guinea)**

**Organizational Setting and Reporting Relationships:** This position is located in the Mediation Unit of the United Nations Office for West Africa, based in Dakar, Senegal.

**Responsibilities**

The assistant to the Senior Mediation Advisor (SMA) in Guinea will be deployed to Guinea for periods up to 45 days at a time, during a period of 3 months. He will report directly to the SMA. While based in Dakar, he/she will report to the Political Unit under the substantive guidance of the Mediation Unit. The assistant will carry out the following functions:

- Provide support to and contribute to strengthening the role of the Senior Mediation Advisor.
- Reporting and monitoring (day-to-day political analysis--including risk analysis)
- Preparation (briefing notes, protocol for high level authorities, actor mapping)
- Coordination (scheduling meetings, donor coordination groups, attendance at working level meetings with UNCT, NGOS)
- Participate in meetings and synthesize conclusions.
- Upon request, he/she would also contribute technical and substantive input to UNCT programs to contribute to confidence building between different parties, specific area of mediation during the transition period.
- Handle extremely sensitive documentation and information with complete confidentiality and full awareness of cyber security risks
- Carry out any administrative functions relating to support to Special Envoys and dialogue and mediation efforts;
- Perform other related duties as required.

**Work implies frequent interaction with the following:**

- Representatives and officials of national governments, ECOWAS and other regional and sub-regional organizations
- Representatives of United Nations Country Teams; United Nations specialized agencies and peace missions in West Africa
- Counterparts in DPA, in particular Africa II Division and the Mediation Support Unit
- Representatives of Non-Governmental Organizations, Civil society representatives, including religious and indigenous communities, academic community

**Competencies**

**Professionalism:** Shows ability to carry out in-depth studies and analyses of complex problems and policy issues and recommend solutions to political problems in specific areas or countries; shows demonstrated in-depth understanding of facilitation and mediation; demonstrates professional competence and mastery of subject matter; shows persistence when faced with difficult problems or challenges; incorporates gender perspectives in all areas of work.

**Communications:** Effective communicator; shows ability to speak clearly and tactfully in a politically sensitive environment; demonstrates skills in diplomacy/ political affairs/ negotiation/persuasion; ability to draft in both English and French.

**Client Orientation:** establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors developments inside and outside clients' environments to keep informed and anticipate problems;

**Accountability:** Takes ownership of all responsibilities and honors commitments; operates in compliance with organizational regulations and rules;

**Creativity:** demonstrates clear ability to think "outside the box"; offers new and different options to solve problems or meet client needs;

**Building trust:** Reputation for dealing honestly and openly with issues and interlocutors; excellent social skills and capacity to establish and cultivate relationships

**Planning& Organizing:** 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.

## QUALIFICATIONS

**Education:** Advanced university degree (Master's or equivalent) in Political Science, International Relations, Social Science, International Economics, Law, Public Administration and/or related fields. A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree.

**Experience:** A minimum of five (5) years of progressively responsible experience at national and international levels in (multi-lateral) diplomacy/negotiations and/or political/peacekeeping activities in operational/diplomatic functions. Extensive experience in political analysis; sound knowledge of the challenges of peacemaking, facilitation and of UN rules and procedures. United Nations experience; field experience with a United Nations political or peacekeeping operation and/or professional experience in the region, is highly desirable.

**Languages:** Excellent English drafting skills. Fluent in French.

### Application

Applicants meeting the above qualifications are requested to submit the following only:

- 1./ Cover letter
- 2./ Curriculum Vitae (CV) or completed P-11
- 3./ Certified Copy of Diplomas and Degrees

Please email your application to:

**unowao@un.org** or **lya@un.org**

or

Post it to UNOWA at

23851 Dakar Ponty

Note: Please indicate the vacancy title

**Timeframe: 3 months. To begin as soon as possible**

**Only short-listed candidates will be contacted.**

**Deadline for Submission of Applications: 28 October 2010**