

Posting Title : POLITICAL AFFAIRS OFFICER (Special Assistant), P4
Job Code Title : POLITICAL AFFAIRS OFFICER
Department/ Office : United Nations Interim Force in Lebanon
Location : NAQOURA
Posting Period : 5 March 2022-3 April 2022
Job Opening number : 21-POL-UNIFIL-171613-F-NAQOURA (M)
Staffing Exercise : N/A

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Org. Setting and Reporting

This position is located within the United Nations Interim Force In Lebanon (UNIFIL), based in UNIFIL Headquarters in Naqoura, South Lebanon. The Political Affairs Officer /Special Assistant will report to the Deputy Head of Mission/Director of Political and Civil Affairs.

Responsibilities

Within delegated authority and under the supervision of DHoM/DPCA, the Political Affairs Officer/Special Assistant will be responsible for the following duties:

- Identify, analyse and monitor key political and operational developments, trends and emerging issues relevant to the implementation of UNIFIL's mandate, especially developments in the Middle East, Lebanon, South Lebanon and Israel.
- 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.
 - *Prepare and review briefing notes and talking points, assist in, and draft as required, correspondence for the Deputy Head of Mission.
- Prepare summary and analytical reports including, but not limited to, situation reports, briefing notes, options papers, code cables and input for Mission reports.
- Prepare and review contextual information materials, such as background notes, political

profiles and databases of relevance to the mandate of UNIFIL and its area of operations;

- Manage information to ensure its accessibility and utility.
- Brief other Mission components and visiting delegations on UNIFIL-focused developments.
- Develop and maintain collaborative relationships as appropriate with Mission components, UN Common System colleagues and counterparts, Government representatives, political leaders, civil society actors, military and law enforcement actors, 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 address political challenges, in pursuit of mandated objectives; and monitor, evaluate and report on their 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.
- Liaise and coordinate with other Mission components in the preparation of visits by official delegations, prepare itineraries and organize visits with the support of all required Mission components.
- Participate in and prepare written summaries of meetings/visits and assist with follow-up activities, as appropriate.
- Contribute to the formulation and implementation of the office programme of work.
- Support planning and budgetary processes for the Division.
- Perform other relevant duties as required

Competencies

Professionalism - Knowledge of the political issues related to Lebanon and the region is a prerequisite; Ability to complete in-depth studies and reach conclusions on possible causes; Provide solutions to political problems in specific areas and/or countries; Ability to relate to various issues and perspectives to political, social, economic and humanitarian programmes in affected countries and areas; Takes 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.

Managing Performance: Makes sure that roles, responsibilities and reporting lines are clear to each staff member; monitors progress against milestones and deadlines; regularly discusses performance and provides feedback and coaching to staff; actively supports the development and career aspirations of staff; appraises performance fairly.

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.

Education

Advanced university degree (Master's degree or equivalent degree) in Political Science, International Relations, Social Sciences, law, public administration or related field. A first-level university degree in any of these fields, in combination with two additional years of qualifying work experience may be accepted in lieu of the advanced university degree.

Job Specific Qualifications

Work Experience

A minimum of seven years of progressively responsible experience in political affairs, diplomacy, conflict resolution, development, disarmament or related area is required

Experience in political outreach, facilitation, analysis, advice and reporting is required.

Previous experience working in a UN Special Political Mission, Peacekeeping Operation, or other UN field operation, or similar international organization or non-governmental organization, in a conflict or post-conflict setting is desirable.

Experience working on/in the Middle East region is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in oral and written English is required. Knowledge of Arabic is desirable.

Assessment

Evaluation of qualified candidates may include an informal interview.

Special Notice

This "Recruit from Roster" job opening is only open to roster applicants who are already placed on pre-approved rosters, following a review by a United Nations Central Review Body. Only roster applicants who were placed on rosters with similar functions at the same level are considered to be eligible candidates. Eligible applicants receive an email inviting them to apply. Rostered applicants are encouraged to apply only if they are interested and available to take up the position at the duty station/s specified in the Job Opening. Applying to this job opening carries an expectation to accept the offer, if selected.

The position will be available effective from 01 August 2022.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical

intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places 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. The United Nations Secretariat is a non-smoking environment.

The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, *inspira*. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the *inspira* account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in *inspira* to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

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.

