

Posting Title : ASSOCIATE POLITICAL AFFAIRS OFFICER, P2
(Temporary Job Opening)
Job Code Title : ASSOCIATE POLITICAL AFFAIRS OFFICER
Department/ Office : United Nations Interim Force in Lebanon
Location : NAQOURA
Posting Period : 8 May 2023-14 May 2023
Job Opening number : 23-Political Affairs-UNIFIL-207663-J-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 Naqoura, South Lebanon. The Associate Political Affairs Officer will report to the Senior Political Affairs Officer/Team Leader. The Associate Political Affairs Officer will be part of the Political and Civil Affairs Division headed by the Deputy Head of Mission.

Responsibilities

Within delegated authority, and under the supervision of the Senior Political Affairs Officer/Team Leader, the Political Affairs Officer will be responsible for the following duties:

- Identify, analyze, and monitor political developments, trends and emerging issues in Lebanon and the wider region, relevant to the assigned portfolio and/or applicable mandate.
- Identify potential and emerging trends which might affect the security situation in the UNIFIL Area of Operation.
- Political outreach and coordination:
 - Develop and maintain active and constructive working relations and liaison at the appropriate level with UNSCOL colleagues and counterparts, Government representatives, civil society actors, military and law enforcement actors, academic and research institutions, and other national and international partners.
 - Support preparations for official meetings, events, and visits, including 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, as appropriate.
 - Support and advise political personnel in editing and revising notes, reports and other substantive documents as well as developing and implementing workplans, outreach, and related projects as well as other activities.
 - Organize visits of diplomatic delegations to the mission.
- Reporting and Information Management:
 - Prepare summary and analytical reports

including, but not limited to, situation reports, briefing notes, options papers, talking points, code cables and inputs for the reports of the Secretary-General to the Security Council or other bodies. • Prepare contextual information materials, such as background notes, political profiles, and databases of relevance to the assigned portfolio. Selects, classifies, and stores in computerized databases notes, documents, and other information. • Support and contribute to the development operational plans, translating the strategic guidance from the mission concept into concrete workplans; provide advice, guidance and technical support to the Head of the Division and Team Leaders on strategic planning and related tools. • Participate in the planning of programmatic activities, Results Based Budgeting (RBB) and Comprehensive Performance Assessment Systems (CPAS). • Liaise with relevant field offices, Mission components for data collection and ensure synergy and complementarity in the implementation of the UNIFIL Mandate. • Perform other relevant duties as assigned.

Competencies

Professionalism - Possesses excellent drafting, analytical and writing skills; Is able to analyze information and synthesize it into concise reports, briefing notes and other documents; 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. **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) in Political Science, International Relations, Management or Development, or a related field is required. A first level university degree with a combination of two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Job Specific Qualifications

Work Experience

A minimum of two years of progressively responsible experience in political affairs, international relations, law, conflict resolution, or related areas is required. Experience in the United Nations Common System (UN peacekeeping political missions, or UN agencies, Funds and Programmes) or a comparable international organization or non-governmental organization in a conflict or post-conflict environment is desirable. Experience in working in or on Middle East region is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For this position, fluency in English is required, A knowledge of French is desirable.

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

Special Notice

The United Nations Secretariat is committed to achieving 50/50 gender balance and geographical diversity in its staff. Female candidates are strongly encouraged to apply for this position. • This position is temporarily available until 31 December 2023. If the selected candidate is a staff member from the United Nations Secretariat, the selection will be administered as a temporary assignment. • 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. • Subject to the funding source of the position, the eligibility for this temporary job opening may be limited to candidates based at the duty station. • Staff members of the United Nations common system organizations who will reach the mandatory age of separation or retirement within the duration of the current temporary need period are not eligible to apply. Submitting an application or selection for the current temporary job opening does not delay or increase the mandatory age of separation. • Retirees above the mandatory age of separation who wish to be considered for the current temporary job opening must indicate the reason for their last separation as "retirement." Such retirees shall not be employed by the Organization, unless (a) the operational requirements of the Organization cannot be met by staff members who are qualified and available to perform the required functions; and (b) the proposed employment

would not adversely affect the career development or redeployment opportunities of other staff members and represents both a cost-effective and operationally sound solution to meet the needs of the service.

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. Reasonable accommodation may be provided to applicants with disabilities upon request, to support their participation in the recruitment process. 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.