

Posting Title : CHIEF OF SECTION, CONDUCT AND DISCIPLINE, P5  
Job Code Title : CHIEF OF SECTION, CONDUCT AND DISCIPLINE  
Department/ Office : United Nations Interim Force in Lebanon  
Location : NAQOURA  
Posting Period : 4 February 2022-18 February 2022  
Job Opening number : 22-Administration-UNIFIL-173930-F-NAQOURA (M)  
Staffing Exercise : N/A

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

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### **Org. Setting and Reporting**

This position is located in Office of the Head of Mission, United Nations Interim Force in Lebanon (UNIFIL), Naqoura. The incumbent will report to Head of Mission or his/her designate. Additionally, the incumbent provides support to other Missions and Offices in the region, with a direct reporting line to the Heads of Missions and Offices supported, or their designate.

### **Responsibilities**

Within delegated authority, the Chief of Section, Conduct and Discipline will be responsible for the following duties:- Provides strategic guidance and overall assistance to mission's leadership of the missions/offices supported by the Section in general, and the Heads of Missions in particular, on addressing the full range of conduct and discipline issues pertaining to the missions' military, police and civilian personnel, and on planning and managing the implementation of the conduct and discipline programme and related activities;- Provides strategic vision, guidance, leadership to and overall management of the Regional Conduct and Discipline Section (RCDS) and its staff including Conduct and Discipline Focal Points; formulates and directs the implementation of the work programme;- Oversees and coordinates programmed activities, including prevention, enforcement and remedial action for misconduct by UN personnel, and other initiatives, ensuring appropriate coordination and integration with the mission(s) general mandate(s), and with all its/their components and other UN entities;- Provides programmatic/substantive reviews of work and draft reports prepared by others. Analyzes implications of emerging issues/trends and formulates recommendations on possible strategies and measures to address them;- Oversees case management for all categories of UN personnel in all geographical areas covered by the RCDS, liaises with Senior Management,

mission's security, other relevant stakeholders and UNHQ with regard to cases of misconduct; - Liaises with the UN Office of Internal Oversight Services and other UN entities, as well as with government officials, political leaders, NGOs, leaders of civil society, regional/sub-regional actors and organizations, the diplomatic community, local and international media, and other internal and external stakeholders operating within the field mission's area, and ensure effective coordination of conduct and discipline activities, including victims' assistance. May serve in committees concerned with conduct and discipline issues, as relevant;- Ensures the development and implementation of awareness building and preventive programmes and provides guidance on the implementation of a training strategy on the prevention of misconduct for all categories of UN personnel;- Provides and oversees the provision of input for the Secretary-General's reports to the Security Council and other reports on conduct and discipline-related activities of the mission as well as briefings to the Security Council and monitors them for quality and accuracy;- Manages, guides, develops and trains staff under his/her supervision, oversees the activities of conduct and discipline focal points in field locations, undertakes and oversees the programmatic/administrative tasks necessary for the functioning of the Unit, including preparation of budgets, reporting on budget/programme performance, recruitment and staff performance evaluation taking into consideration gender and geographical balance;- Performs other related work as required.

## **Competencies**

**Professionalism:** Demonstrated proficiency in the fields of conduct and discipline, dispute resolution, law, human rights, social sciences or human resource management. 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. **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. **Accountability:** Takes ownership of all responsibilities and honours commitments. Delivers outputs for which one has responsibility within prescribed time, cost and quality standards. Operates in compliance with organizational regulations and rules. Supports subordinates, provides oversight and takes responsibility for delegated assignments. Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable. **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 improvement; 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. **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. Considers positive and negative impacts of decisions prior to making them. 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.

## **Education**

Advanced university degree (Master's degree or equivalent) in Law, Social Sciences, Human Rights, Public Administration and Human Resources Management or related field is required. A first-level university degree in combination with additional two years of qualifying experience may be accepted in lieu of the advanced university degree.

## **Job Specific Qualifications**

### **Work Experience**

A minimum of 10 years of progressively responsible professional experience in the field of policy, conduct and discipline, human resources, law, personnel dispute resolution processes or management is required. Experience in information analysis and problem solving in administration, human resources or legal contexts in large organizations is required. Proven track record of excellent management and technical leadership skills is desirable. Sound knowledge of the challenges of peacekeeping is desirable. Experience providing services in the field of conduct and discipline or related area in a field operation of the United Nations Common System or a comparable international organization is desirable.

### **Languages**

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English (both oral and written) is required. Knowledge of another UN official language is desirable.

### **Assessment**

Previously rostered candidates are not subject to any further assessment and as such, will not be invited for such an assessment.

## **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 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.