

Posting Title : CIVIL AFFAIRS OFFICER, NOD  
Job Code Title : CIVIL AFFAIRS OFFICER  
Department/ Office : United Nations Interim Force in Lebanon  
Location : NAQOURA  
Posting Period : 23 December 2024-21 January 2025  
Job Opening number : 24-CIV-UNIFIL-249250-R-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 within the United Nations Interim Force in Lebanon (UNIFIL), based in Naqoura, South Lebanon. The Civil Affairs Officer will report to the Chief Civil Affairs through the Senior Civil Affairs Officer. The Civil Affairs Officer will be part of the Division of Political and Civil Affairs headed by the Deputy Head of Mission.

### **Responsibilities**

Within the limits of delegated authority the Civil Affairs Officer will be responsible for the following duties;

- Represents the mission at the regional or local level and ensures that all relevant governmental and nongovernmental actors in the area have accurate information about the mandate and full-range of operations of the Mission.
- Provides information and analysis for the Mission and other actors where applicable, on political, social and economic issues affecting conflict dynamics at the local and regional level, including analysis on how these relate to the national level and vice versa. Ensures a sound methodology for identifying concerns and perceptions of the local population, and ensures these are effectively communicated to the Mission, as well as other actors where appropriate. Identifies emerging issues and critical peacebuilding gaps. Provides an early warning function where necessary.
- Ensures a shared understanding of the Mission environment, mandate and operations amongst Mission actors at the regional or local level, in particular uniformed components, to support consistency and coherence of approach. Establishes and fosters effective working relations with the United Nations Country Team (UNCT), and develops local initiatives for

joint work where appropriate. Coordinates and plans with UNCT partners in their area of operations to ensure a coherent UN system effort.

- Troubleshoots problems that arise at the regional or local level that threaten mandate implementation and the progress of the peace process. Formulates recommendations concerning Mission broader actions and approaches required at regional or local level, mobilises a response from other actors where appropriate.
- Identifies, manages and evaluates individual Quick Impact Projects (QIPs) intended for confidence building purposes at the local level, in line with DPKO/DFS Policy Directive on QIPs and mission specific priorities.
- Supervises, monitors and encourages the work of officers under his/her responsibility in undertaking the full range of their duties.
- Identifies and researches good practice and lessons learned in Civil Affairs work and shares these with colleagues, including through active participation in the online Civil Affairs Network.
- Proactively contributes to overall mission monitoring and planning.
- Performs other duties as required, in line with the DPKO/DFS Policy Directive on Civil Affairs.

#### Conflict Management

- Develops a strategy for regional or local level conflict management work in line with the wider strategy, including mechanisms for information-sharing, crisis response and protection of civilians as needed.
- Facilitates and supports dialogue between groups in conflict, in the area of responsibility by convening structured meetings and similar activities.
- Promotes and protects the interest of excluded and/or threatened groups through advocacy in full respect of humanitarian and international law.
- Identifies and supports civil society groups and/or institutions that promote a culture of peace and reconciliation. Assists them, including, where appropriate, in becoming effective implementing partners for Quick Impact Projects.

#### Support to State Institutions

- Provides a strategy for effective cooperation between Civil Affairs and state institutions at the regional or local level, in line with the wider strategy and in coordination with other actors.
- Assists local institutions to assess capacity building and support needs, working with partners including the UNCT and in particular UNDP and UNICEF. Helps to design and mobilise a coordinated response to these needs from relevant actors.
- Designs and implements appropriate and practical Civil Affairs support to local authorities, including mentoring and provision of supporting to policy and decision-making processes where appropriate.
- Supports dialogue and cooperation between authorities and relevant interest groups with the aim of creating political space and accountability. Provides support to the development of structures of accountability and transparency.
- Initiates and/or supports events such as town-hall meetings to foster development of political space at the local level. Initiates and/or supports civic education programmes at the local level

on a range of issues, including elections, policy issues, and good governance principles, in coordination with local authorities and/or civil society actors.

### Programme Management

- Manages a regional or local field office or team, undertaking or overseeing the programmatic and administrative tasks necessary for its functioning. Designs and oversees implementation of the Civil Affairs workplan for that area, as well as the work of other components as relevant, ensuring consistency of approach and efficiency of output.
- Manages a large Mission QIPs programme in accordance with Mission priorities and the DPKO/DFS policy on QIPs. Includes, inter alia: acting as Secretariat to a decision-making body on QIPs, ensuring the effective and timely running of the project design, approval and implementation process, the keeping of accurate records, assistance with determining mission specific priorities, assessment of impact of the overall programme, and drafting of QIPs submission for the Mission budget.
- Oversees development and ensures distribution of high-quality mission-specific induction materials. Designs, oversees implementation and evaluates tailored in-mission skills training for Civil Affairs components in accordance with global Civil Affairs skills training methodologies.
- Serves as focal point for researching, identifying and sharing good practices and lessons learned with the Civil Affairs component and the global Civil Affairs community.
- Performs other related work as required.

### Competencies

Professionalism- Demonstrates ability to complete in-depth studies and reach conclusions on possible causes; Provides solutions to political problems in specific areas and/or countries; Demonstrates ability to related to various issues and perspectives to political, social, economic and humanitarian programmes in affected countries and areas; 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.

### Managing performance:

Delegates the appropriate responsibility, accountability and decision-making authority. Makes sure that roles, responsibilities and reporting lines are clear to each staff member. Accurately judges the amount of time and resources needed to accomplish a task and matches task to skills. Monitors progress against milestones and deadlines. Regularly discusses performance and provides feedback and coaching to staff. Encourages risk-taking and supports creativity and initiative. Actively supports the development and career aspirations of staff. Appraises performance fairly.

### **Education**

Advanced university degree (Master's degree or equivalent) in political science, law, international relations, public administration, social sciences, anthropology, economics or related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

### **Job Specific Qualifications**

#### **Work Experience**

A minimum of seven (7) years of progressively responsible experience in social sciences, governance, international relations or other related area is required. The minimum years of relevant experience is reduced to (5) for candidates who possess a master's university degree or higher.

A minimum of two years of managerial and supervisory experience is required. Experience in civil-military coordination (CIMIC) and community outreach programming 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 is required.

A minimum of 2 years of experience in programme/project management, particularly in Quick Impact Projects (QIPs) or similar community-based initiatives, including experience in monitoring and evaluation, database management, and results-based reporting is required. Experience in facilitating dialogue between local communities and security forces, and providing policy advice in community engagement and civilian protection in a conflict or post-conflict setting is required.

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

## **Languages**

English and French are the working languages of the United Nations Secretariat. Fluency in English and Arabic (both oral and written) is required; knowledge of the other is desirable.

## **Assessment**

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

## **Special Notice**

Recruitment against this position is on a local basis; applicants shall meet the relevant employment requirements of the host country (Lebanon), including fulfilling visa or work permit stipulations. If you fulfill the visa and work permit stipulations for Lebanon, please specify in your cover letter and attach a copy of your visa and work permit under "attachments" of your application in Inspira.

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.

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

By accepting a letter of appointment, staff members are subject to the authority of the Secretary-General, who may assign them to any of the activities or offices of the United Nations in accordance with staff regulation 1.2 (c). Further, staff members in the Professional and higher category up to and including the D-2 level and the Field Service category are normally required to move periodically to discharge functions in different duty stations under conditions established in ST/AI/2023/3 on Mobility, as may be amended or revised. This condition of service applies to all position specific job openings and does not apply to temporary positions.

Applicants are urged to carefully follow all instructions available in the online recruitment platform, *inspira*, and to refer to the Applicant Guide by clicking on "Manuals" in the "Help" tile 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.