

Posting Title : ASSOCIATE CIVIL AFFAIRS OFFICER, NOB (Temporary Job Opening)
Job Code Title : ASSOCIATE CIVIL AFFAIRS OFFICER
Department/ Office : United Nations Interim Force in Lebanon
Location : NAQOURA
Posting Period : 5 August 2021-11 August 2021
Job Opening number : 21-Civil Affairs-UNIFIL-161119-J-NAQOURA (M)
Staffing Exercise : N/A

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

Org .Setting And Reporting

This position is located in the Civil Affairs Section, United Nations Interim Force In Lebanon (UNIFIL). The incumbent of this post will report to the Civil Affairs Officer and Team Leader of Sector East.

Responsibilities

- Establishes and maintains contact with relevant interlocutors at the local level as directed, including representatives of local authorities, as well as civil society actors, community representatives, traditional and religious leaders and representatives of local interest groups, including in the private sector.
- Coordinates activities and initiatives (across disciplines and components) with other team members to achieve consistency and synergy in mandate implementation.
- Collects information at the local level to feed into conflict analysis that underpins operational planning and informs the mission's strategy development. Information is gathered on a broad range of topics relevant to civil affairs work and can support the assessment of specific sectors with a view to identifying needs and priorities of local communities and state institutions. Assists in identifying the concerns and perceptions of the local population.
- Contributes to overall mission monitoring and planning as required.
- Assists in organizing outreach activities to promote good relations and understanding between Mission's actors and the population, and ensures accurate information dissemination on Mission's role and mandate.
- Contributes to the identification, design, management and evaluation of Quick Impact Projects (QIPs) for confidence building purposes, in line with the UNIFIL Civil Affairs Policy Directive on QIPs.
- Works closely with civil society groups or institutions to promote a culture of peace and reconciliation, including through organizing joint initiatives and events.
- Assist in protecting and promoting rights of excluded and/or threatened groups in full respect of Mission's mandate and international law using knowledge

of local language and culture. • Assists in the design and implementation of civic education programmes, at the local level, in coordination with local authorities and/or civil society actors. • Performs other duties as required, in line with the UNIFIL Policy Directive on Civil Affairs.

Competencies

PROFESSIONALISM: Knowledge of political, social and economic environment and their impact on a mission mandate implementation. Knowledge of operational aspects of national, bilateral or multilateral aid programmes. Shows pride in work and in achievement; 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; remain calm in stressful situation; Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. **COMMUNICATIONS** 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 the audience; Demonstrates openness in sharing information and keeping people informed. **TEAMWORK** Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others' ideas and expertise and is willing to learn from others; Places team agenda before personal agenda; Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect won position; Shares credit for team accomplishment and accepts joint responsibility for team shortcomings.

Education

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

Work Experience

A minimum of two years of progressively responsible experience in Civil Affairs or related area in or in support of a field operation of the United Nations Common System or a comparable international organization, National or International NGO, or community based organizations, research institutions is required. Experience in conflict management, support to state institutions or programme management is desirable.

Languages

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

Assessment

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

Special Notice

This position is temporarily available for an initial period of 8 months. Candidates for positions in the National Professional Officer categories must be Lebanese nationals. 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. In the UN system or related organizations applying the common system job classification standards, only work experience obtained at the G-6 level and above in the General Service category will be considered as professional experience.

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.