

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 : 6 April 2023-20 April 2023
Job Opening number : 23-Political Affairs-UNIFIL-204225-F-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 United Nations Interim Force in Lebanon (UNIFIL) Naqoura, Lebanon and reports directly to the Head of Mission and Force Commander.

Responsibilities

Within delegated authority, the incumbent will be responsible for all or part of the following duties: Analysis and Advice• Identify all matters requiring the HoM/FC's personal attention; assist in formulating options as to how those matters might be handled, and ensure appropriate follow-up, as directed. • Work with the concerned Mission offices to help identify, analyze and monitor political and operational developments, trends and emerging issues relevant to the implementation of UNIFIL's mandate. • Assess implications and make recommendations on measures to address these and to generally advance mandated objectives. Reporting and Information Management• Prepare and review a range of summary and analytical reports including, but not limited to, situation reports, briefing notes, options papers, code cables, note to files and input for Mission reports. • Prepare contextual information materials, such as background notes, talking points, political profiles and databases relating to potential conflicts in relation to the mandate of UNIFIL, and its area of operations. • Manage information to ensure its accessibility and utility. • Assist with and review the drafting of articles, speeches, or statements, as needed. Planning, Coordination and Facilitation• Liaise and assist in maintenance of close working relationships with officials of state institutions, civil society organizations, and other international and local partners. • Assist in, and draft as required, external correspondence of the HoM/FC. • Organize and manage

conferences, meetings, seminars and workshops as required. • Offer advice and guidance to HoM/FC Special Staff on mission support audit and protocol functions. • Support and/or facilitate visits to the Mission of official delegations, UN and/or other partners and stakeholders, as requested. • Maintain regular contact with the Division of Political and Civil Affairs to ensure currency and support. • Perform other relevant duties 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. **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) in political science, international relations, social sciences, law, public administration, or a related field is required. A first level university degree with a relevant combination of academic qualifications and 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, international development, diplomacy, conflict resolution, or related field, is required. Experience in political outreach, facilitation, analysis, advice and reporting is required. Previous experience working in a UN HQ , 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(s) advertised, fluency in English is required. Knowledge of French and 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 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.

