

Posting Title : SENIOR INFORMATION ANALYST, POLITICAL AFFAIRS, P5
Job Code Title : SENIOR INFORMATION ANALYST, POLITICAL AFFAIRS
Department/ Office : United Nations Interim Force in Lebanon
Location : NAQOURA
Posting Period : 5 April 2023-4 May 2023
Job Opening number : 23-Political Affairs-UNIFIL-205507-R-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 Joint Mission Analysis Centre in the United Nations Interim Force in Lebanon (UNIFIL), Naqoura. The Senior Information Analyst will report directly to the Principal Coordination Officer or his/her designate

Responsibilities

Within delegated authority, the Senior Information Analyst/Chief JMAC will be responsible for: Coordinating and supervising the activities of the JMAC which include the management (collection, coordination, analysis, and dissemination) of information in order to support decision-making, early warning, policy development and planning within the Mission. In consultation with the Head of Mission, ensure that Information Requirements (IR) and Priority Information Requirements (PIR) are established and maintained, and that priorities are established for information collection and analysis in accordance with the mandate of the integrated mission. Provide briefings to the Mission Senior Leadership Team, Senior UN staff and visiting delegations and represent the JMAC in mission-level meetings and other events. Daily manage the integrated JMAC team of civilian and uniformed personnel. Oversee also the coordination of Requests for Information between the JMAC and other Mission components, the UN Country Team and UN Headquarters. Ensure appropriate orientation of the gathering of comprehensive information about events or actions that may affect the successful implementation of the Mission's mandate. Support contingency planning and participate to strengthen the ability of Senior Mission Leaders to be informed and understand developments on the ground. Oversee the monitoring of a wide spectrum of information sources including integrated Mission daily and weekly situation reports, Mission component reports, local news including intelligence related material and interaction with National

Government officials, International Organizations, Diplomatic Community and Civil Society Organizations. Oversee and ensure the timely production and quality of products: risk analyses, threat assessments, Early Warning Notes, analytical reports (key humanitarian and development issues), technical support (database and website development and design), coordination support (Integrated Strategic Framework working groups and reviews, task forces, IPF, in-depth analysis capacity and policy making role, user-friendly visual products (website/portal, factsheets and governorate profiles, maps)). Support and liaise closely with the Mission Crisis Management Team and respond to specific incidents as required. Maintain contact with the Heads of Mission components on a regular basis to indicate, and respond to, needs that may arise. Ensure that the appropriate level of confidentiality for products is maintained. Prepare Standard Operating Procedures for the work of the unit as required. Prepare, implement and monitor the unit's work plan, and manage and supervise the staff comprising an integrated team with a range of expertise (information analysts, political affairs, humanitarian affairs, socio-economics, security, technical GIS expertise). Management responsibilities include the prompt recruitment and selection of staff. Perform other relevant duties as directed by the Head of Mission.

Competencies

Professionalism - Sound operational comprehension, effective analytical skills, and appropriate operations experience in information collection, management and representation. Excellent drafting and editing skills, with the proven ability to produce cogent reports often under strict time constraints, and to critically review and edit the work of others. Ability to identify politically sensitive and operationally significant issues. Ability to coordinate with various actors including Mission components, the UN Country Team, government officials, civil society organizations, regional and intergovernmental organizations. Ability to effectively conduct presentations by clearly summarizing and articulating operational issues, proposing options and concisely conveying information. Capacity to provide clear, timely direction, including under stressful and demanding circumstances. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all areas of work. Expertise in crisis management, particularly in an operations room context at the Mission (theatre) level. Comprehensive understanding of UN peacekeeping operations, and a good knowledge of the UN system. 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. 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; and demonstrates openness in sharing information and keeping people informed. Client Orientation - Considers all those to whom services are provided to be 'clients' and seeks to see things from the clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; and meets timelines for

delivery of products or services to clients. Judgement/decision-making - Identifies key issues in complex situations, and comes to the heart of problems quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; 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. Building Trust - Provides an environment in which others can talk and act without fear of repercussion; places confidence in colleagues, staff members and clients; gives proper credit to others; operates with transparency; follows through on agreed upon actions; treats sensitive or confidential information appropriately.

Education

Advanced university degree (Master's degree or equivalent) in political science, international relations, foreign affairs, law or related field is required. 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 10 years of progressively responsible experience in the military, intelligence or information analysis, peacekeeping, or foreign affairs is required. Excellent analytical, writing and briefing skills are required. A proven track record of management in multi-cultural settings, including management and coordination of multi-disciplinary teams, is required. Experience working in a Joint Mission Analysis Centre in a conflict or post-conflict situation is desirable. Experience working in an integrated civilian-military environment is desirable. Experience in creating or implementing a Mission Intelligence Coordination Mechanism (MICM) in a peacekeeping or peacebuilding context 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 Arabic language is desirable.

Assessment

Evaluation of qualified candidates may include a written test and competency-based interview.

Special Notice

At the United Nations, the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity, with due regard to geographic diversity. All employment decisions are made on the basis of qualifications and organizational needs. The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. 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.