

Posting Title : POLITICAL AFFAIRS OFFICER, P3 (Temporary Job Opening)
Job Code Title : POLITICAL AFFAIRS OFFICER
Department/ Office : United Nations Interim Force in Lebanon
Location : NAQOURA
Posting Period : 7 February 2023-21 February 2023
Job Opening number : 23-Political Affairs-UNIFIL-200319-J-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 United Nations Interim Force in Lebanon (UNIFIL), based in Naqoura, South Lebanon. The Political Affairs Officer will report to the Chief, Political Affairs, through the Senior Political Affairs Officer/Team Leader. The Political Affairs Officer will be part of the Political and Civil Affairs Division headed by the Deputy Head of Mission.

Responsibilities

Within delegated authority, and under the supervision of the Senior Political Affairs Officer/Team Leader, the Political Affairs Officer will be responsible for the following duties:

- Gathers, selects and analyses information contained in communications and publications received from different sources, including the press.
- Maintains up-to-date knowledge of events relating to political issues, in general, and in particular as they affect a UNIFIL area of operations.
- Keeps abreast of latest trends and developments in the area of assignment and provides inputs on issues to senior officials and colleagues in the mission.
- Prepare summary and analytical reports including, but not limited to, situation reports, briefing notes, options papers, code cables and input for Mission reports.
- Provides technical and substantive back up in the implementation of mandates of the office, branch or unit.
- Maintains contacts with other sectors of the UN, other international organizations and governments on coordination and policy matters.
- Monitors actions taken by intergovernmental groups, UN organisations, government and non-governmental organizations.
- Selects, classifies and stores in computerised databases information relating to potential disputes and conflicts involving the

mission. • Participates in fact-finding and other missions within assigned area of responsibility. • Prepares meetings of the HOM/FC or DHOM with officials from countries under the Organization's purview. • Performs other related duties as required.

Competencies

• **PROFESSIONALISM:** Ability to identify and analyze political, ethnic, racial, social and economic problems that cause civil unrest in a country or geographic area. 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. • **TEAMWORK:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; 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 own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Education

Advanced university degree (Master's degree or equivalent) in political science, international relations, international economics, law, public administration or other related. 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 five years of progressively responsible experience in political science, international relations, law, disarmament, security, development management, conflict resolution or related area is required. Experience in political outreach, facilitation, analysis,

advice and solid reporting skills are required. Previous experience working in a 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. Prior work experience in the Middle East is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in oral and written English is required. Knowledge of Arabic is desirable.

Assessment

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

Special Notice

This is a Temporary Job Opening (TJO), through 31 December 2023, with possibility of extension subject to satisfactory performance and availability of the position. If the selected candidate is a staff member from the United Nations Secretariat, the selection will be administered as a temporary assignment. While this temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post. Staff members of the United Nations common system organizations who will reach the mandatory age of separation or retirement within the duration of the current temporary need period are not eligible to apply. Submitting an application or selection for the current temporary job opening does not delay or increase the mandatory age of separation. Retirees above the mandatory age of separation who wish to be considered for the current temporary job opening must indicate the reason for their last separation as "retirement." Such retirees shall not be employed by the Organization, unless (a) the operational requirements of the Organization cannot be met by staff members who are qualified and available to perform the required functions; and (b) the proposed employment would not adversely affect the career development or redeployment opportunities of other staff members and represents both a cost-effective and operationally sound solution to meet the needs of the service. Pursuant to section 7.11 of ST/AI/2012/2/Rev.1, candidates recruited through the young professionals programme who have not served for a minimum of two years in the position of their initial assignment are not eligible to apply to this position. The United Nations Secretariat is committed to achieving 50/50 gender balance and geographical diversity 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.