

Posting Title : ASSOCIATE CIVIL AFFAIRS OFFICER, NOB
Job Code Title : ASSOCIATE CIVIL AFFAIRS OFFICER
Department/ Office : United Nations Interim Force in Lebanon
Location : NAQOURA
Posting Period : 12 March 2024-10 April 2024
Job Opening number : 24-Civil Affairs-UNIFIL-226917-R-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), based in UNIFIL Headquarter/ Naqoura. The incumbent will report directly to the Chief Civil Affairs or his/her designate.

Responsibilities

Within the limits of delegated authority, the Associate Civil Affairs Officer (NOB) is responsible for the following duties:

- 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, reporting, and planning as required.
- Contributes to the identification, design, management, and evaluation of Quick Impact Projects (QIPs) for confidence building purposes, in line with UNIFIL Civil Affairs Directive on QIPs.
- 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.
- Works closely with civil

society groups or institutions to promote a culture of peace, including through organizing joint initiatives and events. • Assist in protecting and promoting rights of excluded and/or vulnerable categories of populations (women, youth, elderly, persons with disabilities) in full respect of Mission's mandate and in accordance with UN Women and Youth Peace and Security Agendas. • Performs other duties as required, in line with the DPKO/DFS Policy Directive on Civil Affairs.

Competencies

PROFESSIONALISM: Shows pride in work and in achievement; demonstrates professional competence and mastery of subject matter. Knowledge of principles guiding conflict sensitivity, project/program management and civil-military coordination in the work of UN and other international and national humanitarian and development organizations. 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. Ability to carry out context and conflict analysis with the use of various lenses; also, ability to identify entry points for community engagement.

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

A first-level university degree in social sciences, political science, international relations, public administration, anthropology, law, economics or related area combination with combination of additional two years of qualifying experience is required. Advanced university degree (Master's degree or equivalent) will be accepted and will reduce the required work experience to two (2) years if obtained.

Job Specific Qualifications

Work Experience

A minimum of four (4) 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. A minimum of two (2) years of progressively responsible experience is accepted if the candidates possess Master Degree or higher 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 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 and Arabic (both oral and written) is required.

Assessment

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

Special Notice

Candidates for the National Professional Officer category shall be of the nationality of the country where this position is located. 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.

