

Posting Title : CONDUCT AND DISCIPLINE OFFICER, P4
Job Code Title : CONDUCT AND DISCIPLINE OFFICER
Department/ Office : United Nations Interim Force in Lebanon
Duty Station : NAQOURA
Posting Period : 11 August 2023 - 9 September 2023
Job Opening number : 23-ADM-UNIFIL-215993-F-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 Regional Conduct and Discipline Section in the United Nations Interim Force in Lebanon (UNIFIL), Naqoura. The Conduct and Discipline Officer reports to the UNIFIL Chief of the Regional Conduct and Discipline Section.

Responsibilities

Within delegated authority under the CCDO, the Conduct and Discipline Officer will be responsible for the following duties:

- Advises the Chief Conduct & Discipline Office on all issues related to complaints about and questions on alleged acts, omissions and improprieties committed by the mission's civilian, military and police personnel.
- Identifies trends/patterns, lessons learned, and best practices related to conduct and discipline issues with a view to furthering mission's objectives in policy development, preventative actions and awareness-building initiatives
- Provides information to UN personnel on the UN rules and procedures in place that regulate conduct and discipline.
- Oversees case management, as well as undertakes reviews of alleged misconduct by UN peacekeeping personnel; receives and documents complaints, gathers information, and determines whether further investigation is warranted.
- Liaises with the UN's Office of Internal Oversight Services (OIOS) and with the mission's investigative entities on investigations into allegations of misconduct, in order to ensure effective follow-up.
- Reviews and analyzes investigation reports prepared by investigative entities in field missions, or OIOS, and prepares recommendations for further actions by the mission.

- Takes the lead in identifying, establishing and maintaining contacts and partnerships with UN and other actors (national and international) with a view to pursuing the agenda for conduct and discipline activities and ensuring participation and effective integration of ideas in the planning and realization of such activities.
- Provides input for the development of various processes, monitoring and control mechanisms to facilitate coordination, implementation and evaluation of conduct and discipline activities.
- Oversees data management and tracking of all forms of misconduct for all categories of peacekeeping personnel; develops systems to monitor the implementation and effectiveness of the mission's efforts to address and prevent misconduct.
- Keeps current on developments and trends in the field of conduct and discipline and proposes strategies to increase awareness of UN peacekeeping personnel on the UN standards of conduct and measures to prevent instances of misconduct (e.g. assists in the development and implementation of awareness raising programs, including through the provision of training on conduct and discipline matters) and develops mission-specific measures to detect personnel misconduct and ensures compliance with UN standards of conduct.
- Contributes to the development and implementation of public information and community outreach measures on conduct and discipline issues.
- Organizes and/or undertakes quantitative and qualitative research and analysis on the consistent application, within the mission, of UN and DPKO policies, procedures, and guidelines related to various aspects of conduct and discipline work; identifies problems and issues to be addressed and proposes corrective actions; liaises with relevant parties; identifies and tracks follow-up actions; produces progress and briefing reports.
- Carries out regular reporting functions (e.g. quarterly reports to senior management containing statistical analyses on conduct and discipline activities and recommendations resulting from the analyses, etc.); organizes and prepares written outputs, e.g. draft background papers, analysis, reports and studies, inputs to publications, etc.
- Engages in day-to-day coordination of activities with other mission components (e.g. legal officers, human resources, security, training, child protection, and UN entities).
- Manages and supervises junior staff
- Performs other duties as required.

Competencies

Professionalism: Familiarity with administrative, labor, criminal and/or military laws and principles. Demonstrated proficiency in the fields of conduct and discipline, dispute resolution, law, human rights, social sciences, or human resources management. 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 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; 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.

Managing performance: Delegates the appropriate responsibility, accountability and decision-making authority. Makes sure that roles, responsibilities and reporting lines are clear to each staff member. Accurately judges the amount of time and resources needed to accomplish a task and matches task to skills. Monitors progress against milestones and deadlines. Regularly discusses performance and provides feedback and coaching to staff. Encourages risk-taking and supports creativity and initiative. Actively supports the development and career aspirations of staff. Appraises performance fairly.

Education

Advanced university degree (Master's degree or equivalent) in the field of law, human rights, human resources management, or other related fields.

Familiarity with administrative, labor, criminal and/or military laws and principles is desirable.

A first-level university degree, with a relevant combination of academic qualifications and (2) additional years of qualifying experience may be accepted in lieu of an advanced university degree.

Job Specific Qualifications

Work Experience

A minimum of seven years of progressively responsible experience in positions in the field of conduct and discipline, law, human rights and/or human resources management is required.

Experience in gathering and analyzing information and problem-solving is required.

Experience with the application of UN rules and regulations related to conduct and discipline is desirable.

Experience in the management of cases of misconduct is desirable.

Experience providing services in the field of conduct and discipline or related area to or in a field operation of the United Nations Common System or a comparable international organization is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For this position, fluency in English (both oral and written) is required.

Assessment

Evaluation of qualified candidates may include informal interviews.

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 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.

Reasonable accommodation may be provided to applicants with disabilities upon request, to support their participation in the recruitment process.

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.