

Posting Title : SENIOR CIVIL AFFAIRS OFFICER, P5
Job Code Title : SENIOR CIVIL AFFAIRS OFFICER
Department/ Office : United Nations Interim Force in Lebanon
Location : NAQOURA
Posting Period : 22 March 2022-5 April 2022
Job Opening number : 22-CIV-UNIFIL-176514-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 Civil Affairs Section, United Nations Interim Force in Lebanon (UNIFIL), based in UNIFIL Headquarters in Naqoura. The incumbent of this post will report to the Chief Civil Affairs.

Responsibilities

Within delegated authority, the incumbent will be responsible for the following duties:

CORE PROFILE:

- Supports the Chief of Civil Affairs in all aspects of his/her role, including through the provision of policy guidance and strategy development.
- Ensures coherence of the work of the Civil Affairs field component as a whole. Manages, supervises and carries out the work plan of the Office under his/her responsibility. Supervises and monitors the work of officers under his/her responsibility in undertaking the full range of their duties.
- Designs and coordinates diverse programmatic funding projects and activities for Civil Affairs to further the overall objectives of the Division, including joint programmes with UNCT and other actors where appropriate. Monitors activities to ensure that substantive work programmes are carried out in a timely and effective fashion, taking account of inclusivity including the targeting of women and youth.
- Manages relevant planning and budgeting processes for the Office, in accordance with UN and Mission procedures. Anticipates changes in the environment and proposes adjustments in the priorities or approach accordingly.

- Ensures that information and analysis provided by Civil Affairs Officers at the local level is collected and presented in a consistent and planned manner. Provides an overall analysis of trends and issues based on input from diverse geographical areas. Ensures that Civil Affairs analysis is integrated into overall mission analysis and planning.
- Coordinates across disciplines and thematic priorities such as support to civil society engagement in peacebuilding, promotion of confidence building, social cohesion, conflict prevention and mitigation.
- Ensures effective partnership, coordination and information sharing between the Civil Affairs component and both Mission and non-Mission partners. Ensures that all partners and interlocutors are aware of the role and contributions of Civil Affairs as part of the overall Mission and UN effort.
Ensures QIPs implementation is managed effectively and in line with the DPPA/DPO Police Directive on QIPs. Proposes mission specific priorities for Quick Impact Projects (QIPs).
- Manages a local field office, undertaking or overseeing the programmatic and administrative tasks necessary for its functioning. Designs and oversees implementation of the Civil Affairs work plan for Ensures that all Civil Affairs and non-Civil Affairs Mission actors in the area of operations share an understanding of the Mission mandate and operations, and act in a cohesive and consistent manner. Coordinates with UNCT partners in that area of operations to ensure a coherent UN system effort.
- Performs other duties as required, in line with the DPPA/DPO Policy Directive on Civil Affairs.

CONFLICT MANAGEMENT:

- Manages Civil Affairs support to national and local actors in designing strategies and processes for conflict management and resolution.
- Convenes or oversees support to dialogue and negotiation between groups in conflict. Facilitates, enables, or mediates dialogue where appropriate.
- Manages partnerships with relevant actors to advocate the protection and empowerment of excluded and/or threatened groups in full respect of humanitarian and international law, including mechanisms for information-sharing, crisis response and protection of civilians as needed.
- Identifies and coordinates a response to specific conflict drivers at the social level, including by mobilising a response from other actors where appropriate.
- Identifies and designs practical Civil Affairs support activities for constructive civil society actors.

SUPPORT TO STATE INSTITUTIONS:

- Develops strategies to enhance effective cooperation between Civil Affairs and relevant state institutions with a view to: strengthening local ownership of the peace process, building capacity, promoting cooperation between authorities and relevant community and social actors, as well as supporting operations, policy and decision-making processes as appropriate in conflict management, reconciliation and promoting social cohesion.
- Ensures consistent identification country-wide of the support needs of local authorities in managing local conflicts and the design of practical Civil Affairs activities to respond to them. Ensures that Civil Affairs work is carried out in coordination with other actors, in

particular UNDP, and as part of a joint programme where appropriate.

- Ensures consistent and appropriate Civil Affairs support to dialogue and cooperation between authorities and relevant community and social actors and encourages the development of structures of accountability and transparency.

PROGRAMME MANAGEMENT:

- Undertakes or oversees the programmatic and administrative tasks necessary for its functioning. Designs and oversees implementation of the Civil Affairs workplan for that area, as well as the work of other components as relevant, ensuring consistency of approach and efficiency of output.

- Implement projects from Programmatic Funding budget with Mission priorities and the DPPA/DPO policy. Includes, inter alia: ensuring the effective and timely running of the project design, approval and implementation process, the keeping of accurate records, assistance with determining mission specific priorities, assessment of impact of the overall programme, and drafting of programmatic proposals submission for the Mission budget.

- Oversees development and ensures distribution of high-quality mission-specific induction materials. Designs, oversees implementation and evaluates tailored in-mission skills training for Civil Affairs components in accordance with global Civil Affairs skills training methodologies.

Competencies

Leadership: Serves as a role model that other people want to follow; empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvements; does not accept the status quo; shows the courage to take unpopular stands. Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing.

Professionalism: Knowledge of the contexts within which peacekeeping operations function, and ability to contribute significantly to the overall strategic vision of the Mission. Ability to develop a vision and implement a plan for supporting domestic actors at the national level in conceptualizing, designing and implementing a process for strengthening state institutions, conflict management or reconciliation processes. Seasoned and in-depth knowledge and demonstrated capacity in dealing with policy and strategic issues related to institution building and governance. 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.

Teamwork: 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.

Planning & 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 degree) in social sciences, political science, international relations, public administration, anthropology, law, economics or related area. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of an advanced university degree.

Job Specific Qualifications

Work Experience

A minimum of ten years of progressively responsible experience in civil affairs, political affairs, public administration, or related fields is required.

At least three years' experience of managerial and supervisory functions is required.

A minimum of five years of experience in conflict management, facilitation, mediation or negotiation skills, with an emphasis on analytical and strategic planning functions is required.

A minimum of 2 years of experience in programme/project management working with international governmental or non-governmental organizations, including relevant experience in monitoring and evaluation of projects, budgeting and financial reporting is required.

Experience in policy advice in the areas of institution strengthening and governance support for peacebuilding in a conflict or post-conflict setting, is desirable.

Experience working on/in the Middle East or Africa is desirable.

Languages

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

Assessment

Previously rostered candidates may be invited for 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 position will be available effective from 1 July 2022.

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.

