

**UNITED NATIONS VERIFICATION MISSION
IN COLOMBIA (UNVMC)
JOB OPENING
INTERNAL / EXTERNAL**

Job Title & Level: Associate Liaison Officer, NO-B
Department/Office: UN VERIFICATION MISSION IN COLOMBIA (UNVMC)
Location: San José del Guaviare, COLOMBIA
Posting Period: January 03 2020 – January 19 2020
Job Opening Number: UNVMC-NJO-2020-001

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

The Human Resources Section invites all interested and qualified candidates to apply for the announced position. All interested candidates should submit their applications through the P11 form, which can be found at <https://colombia.unmissions.org/empleo> (CVs or alternative forms will NOT be accepted). Please submit your P11 along with your e-mail address, telephone number(s), and relevant contact details, at the following e-mail address: mcrecruitment@un.org

Please do not submit any additional certificates/diplomas, employment letters and other documents at this stage of the application process, only the P11 form is sufficient. Please limit your attachments to 5MB.

Please include the job opening number of the above position in your e-mail application. Acknowledgment will be sent to short listed candidates only.

Organizational Setting and Reporting

This position is situated in the San José del Guaviare Regional Office of the United Nations Verification Mission in Colombia (UNVMC) located throughout the Colombian territory. The Associate Liaison Officer contributes to the implementation of the Mission's mandate by producing analysis and reports, building partnerships, developing materials, and organizing meetings with partners. The Associate Liaison Officer reports to the Regional Head of Office.

Applicants are encouraged to apply only if they are interested and available to take up positions in any of the field duty stations. Applying to this job opening carries an expectation to accept the offer.

Responsibilities

Within delegated authority, the Associate Liaison 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 the area of assignment and thematic mandates for which the staff member is responsible.
- Keeps abreast of latest trends and developments in the area of assignment and provides inputs on issues to UNVMC Head of the Regional Office and other relevant colleagues, and elsewhere in the Secretariat when required.

- Monitors national and regional level political developments and provides advice to the relevant UNVMC components or UN agencies active on the ground.
- 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 organizations, government and non-governmental organizations.
- Selects, classifies, and stores in computerized databases information relating to potential disputes and conflicts involving actors in the assigned area of responsibility.
- Participates in fact-finding and other missions within the assigned area of responsibility.
- Prepares meetings of the UNVMC Regional/Sub-Regional Head of Office with local counterparts.
- Performs other related duties as required.

Core Values

Professionalism: 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.

Integrity: Demonstrates the values of the United Nations in daily activities and behaviours. Acts without consideration of personal gain. Resists undue political pressure in decision-making. Does not abuse power or authority. Stands by decisions that are in the Organization's interest, even if they are unpopular. Takes prompt action in cases of unprofessional or unethical behavior.

Respect for diversity: Works effectively with people from all backgrounds. Treats all people with dignity and respect. Treats men and women equally. Shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making. Examines own biases and behaviours to avoid stereotypical responses. Does not discriminate against any individual or group.

Competencies:

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.

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.

Education

Advanced university degree (Master's degree or equivalent) in Social Sciences, Political Science, Management or Development, or a related field. A first level university degree with a combination of two additional years of qualifying experience may be accepted in lieu of the advanced university degree. Professional training in the areas of planning, monitoring and evaluation, facilitation or coordination is desirable.

Work Experience

A minimum of two years of progressively responsible experience in political science, international relations, law, disarmament, security, development management, conflict resolution or related area. Specific knowledge of the Colombia peace process is desirable. Previous work experience in the United Nations System and/or social and International Organizations is desirable.

Languages

English and French are the working languages of the United Nations. For the position advertised, fluency in Spanish (both oral and written) is required, as well as working knowledge in English (both oral and written) is required.

United Nations Considerations

THE UNITED NATIONS SHALL PLACE 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. (CHARTER OF THE UNITED NATIONS - CHAPTER 3, ARTICLE 8). THE UNITED NATIONS SECRETARIAT IS A NON-SMOKING ENVIRONMENT.

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.