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## MISSION IN COLOMBIA JOB OPENING

Internal / External

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| <b>Job Title &amp; Level:</b> | <b>ASSOCIATE LIAISON OFFICER NO-B</b>          |
| <b>Department/Office:</b>     | <b>UN MISSION IN COLOMBIA</b>                  |
| <b>Location:</b>              | <b>Colombia – multiple duty stations</b>       |
| <b>Posting Period:</b>        | <b>24 August – 14 September 2017 (3 weeks)</b> |
| <b>Job Opening Number:</b>    | <b>MC-NJO-2017-026</b>                         |

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

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The Human Resources Section invites all interested and qualified candidates to apply for the announced position. All interested candidates should submit their applications (Personal History Profile - P11) and copies of their educational certificates to the Recruitment Unit via email: [MCrecruitment@un.org](mailto:MCrecruitment@un.org).

Please include also 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**

These positions are located in Regional Offices of the United Nations Mission in Colombia. The Associate Liaison Officer contributes to the implementation of the Mission's mandate by producing analysis and reports, building partnerships, developing resource materials, and organizing meetings with partners. The Associate Liaison Officer reports to the Head of the Regional Office in the region to which she/he is assigned.

### **Responsibilities:**

Within delegated authority, the Associate Liaison Officer will be responsible for the following duties: *(These duties are generic, and may not be performed by all Associate Liaison Officers)*

- Analyses and presents information gathered from diverse sources on assigned topics/issues.
- Contributes to the preparation of various written documents, e.g. background papers.
- Develops and maintains reference/resource information on specific topics or policy-related issues.

- Assists in the organization of meetings, seminars, conferences, workshops, etc. with other agencies and partners to facilitate exchanges of expertise and views on related to Mission's mandate; serves as secretary to such events.
- Maintains awareness of current developments and related issues, to include relevant political, policy, gender considerations or other developments in specific subject area or region concerned.
- Serves as link with national counterparts / stakeholders.
- Provides thorough analysis of political, social and economic developments.
- Develops partnerships with NGOs, government institutions, private sector and relevant stakeholders.
- Supports timely and effective communication with colleagues and external partners.
- Performs other duties as required.

### **Competencies:**

**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.

**PLANNING AND 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) in political science, social science, law, public administration, international studies, economics, or a related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

### **Work Experience:**

A minimum of two years of progressively responsible experience in political affairs, human rights, research, international relations, conflict management, humanitarian affairs, development, or a related area.

### **Languages:**

English and French are the working languages of the United Nations. For the position advertised, fluency in English and Spanish (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.

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**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.