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## UNITED NATIONS VERIFICATION MISSION IN COLOMBIA

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### JOB OPENING

#### Internal / External

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<b>Job Title &amp; Level:</b>	<b>Associate Liaison Officer (Security Guarantees), NO-B</b>
<b>Department/Office:</b>	<b>UN VERIFICATION MISSION IN COLOMBIA (UNVMC)</b>
<b>Location:</b>	<b>BOGOTA, COLOMBIA</b>
<b>Posting Period:</b>	<b>10 October - 24 October 2017</b>
<b>Job Opening Number:</b>	<b>MC-NJO-2017-034</b>

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

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

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

#### **Organizational Setting and Reporting**

This position is located in the Verification and Security Guarantees Branch. The Associate Liaison Officer (Security Guarantees) will report to the Principal Liaison Officer.

#### **Responsibilities**

Under the overall direction of the Section Chief and within limits of delegated authority, the Associate Liaison Officer (Security Guarantees) will contribute to the verification process by undertaking studies, preparation of documents, building partnerships, developing resource information, and organization of meetings with partners. S/he will be responsible for the following duties:

- Analyses and presents information gathered from diverse sources on assigned topics/issues.
- Contributes to the preparation of various written documents, e.g. background papers by collecting and analysing information.
- Maintains an up-to-date knowledge of the implementation of the peace process with regards to security guarantees.
- Develops and maintains reference/resource information on specific topics or policy-related issues.
- Provides initial analysis to the Security Guarantees team on regional and local developments and emerging issues related to the security of the communities and organizations.
- Assists in the organization of meetings, seminars, conferences, workshops, etc. with other UN agencies and partners to facilitate exchanges of expertise and views on related to Mission's mandate; serves as reporter 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.
- Supports effective communication, maintains timely and effective communication with 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 organisational 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, public administration, international studies, economics, engineering, earth sciences 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 and humanitarian affairs, emergency preparedness, crisis/emergency relief management, development, peace processes or other related area. Experience of working with the Colombian peace process is desirable. Experience working with peace, security and gender 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 essential. Working knowledge of English 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.