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## MISSION IN COLOMBIA JOB OPENING

Internal / External

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| <b>Job Title &amp; Level:</b> | <b>COORDINATION OFFICER, NO-C</b>                                   |
| <b>Department/Office:</b>     | <b>UN VERIFICATION MISSION IN COLOMBIA/<br/>VERIFICATION OFFICE</b> |
| <b>Location:</b>              | <b>BOGOTA, COLOMBIA</b>   |
| <b>Posting Period:</b>        | <b>4 – 15 January 2019</b>  |
| <b>Job Opening Number:</b>    | <b>UNVMC–NJO-2019-001</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) to the Recruitment Unit via email [MCreruitment@un.org](mailto:MCreruitment@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. If you need more P11 pages, please print and add them as additional pages to the P11 submission. Please make sure the e-mail application is not larger than 9MB in size.**

**IMPORTANT NOTE:**

In order to implement the United Nations System-wide Gender Parity Strategy, for this job opening preference will be given to equally qualified female candidates.

## **Organizational Setting and Reporting**

These positions are located in the United Nations Verification Mission in Colombia. The focus of this position is to achieve effective coordination and efficient liaison with relevant stakeholders, specially with private sector in the country through proactive research, advice and support to the Mission.

### **Responsibilities:**

Within delegated authority, and under the direct supervision of the Director of Verification, the Coordination Officer will carry out the following duties.

Assesses and supports Mission engagement with relevant partners and stakeholders mainly in the private sector in support of the Mission's mandate

Identifies key issues including challenges that require immediate support and advice and takes corrective action as needed;

Maintains and advises the Verification Office on matters related to engagement with the private sector and directly supports the work of the United Nations Verification Mission in Colombia, in particular as regards to strategies for advocacy and engagement with relevant national stakeholders;

Liaises with UN agencies, relevant departments of the Government, international donor community and civil society as required; facilitates coordination meetings and relevant forums that would enhance coordination and resources mobilization and use, advocates and promotes the work of the Mission.

Monitors, analyses and reports on trends on matters related to the involvement of the private sector in the peace process, and on engagement between the private sector and the Mission.

Drafts routine and ad hoc situation reports/briefings.

Performs any other assigned duties, particularly related to protocol matters.

### **Competencies:**

**PROFESSIONALISM:** Demonstrates knowledge in protocol procedures and related matters; 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 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) preferably in business administration, management, economics or 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 five (5) years of progressively responsible experience coordinating and liaising with national governments, international organizations and/or private sector. Previous experience within the UN System or similar international organization is desirable.

#### **Languages:**

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