

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

Job Title & Level: Associate Liaison Officer, NO-B
(Temporary Appointment)

Department/Office: UN VERIFICATION MISSION IN COLOMBIA

Location: Bogota, COLOMBIA

Posting Period: 24 August 2020 – 23 September 2020

Job Opening Number: UNVMC-NJO-2020-014

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

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.

The Human Resources Unit invites all interested and qualified candidates to apply to the announced position. All interested candidates should submit their applications using the P11 form, which can be found at <https://colombia.unmissions.org/empleo>, or Personal History Form (PHP) (CVs will **NOT** be accepted). Please review that your application is properly signed and has information on your contact details: email address and telephone numbers. You may send your application to the following e-mail address: mcrecruitment@un.org

Please be advised that only applications using the UN P11 or PHP form will be reviewed. Please do not submit any additional certificates/diplomas, employment letters and other documents at this stage of the application process. Kindly ensure that you include the job opening number for the above position in your e-mail application. Only short-listed candidates will be contacted.

Only Colombian Nationals are eligible to apply for National Job Openings.

Organizational Setting and Reporting

This position is in the Verification Office, in the Headquarters Office of the United Nations Verification Mission in Colombia (UNVMC) in Bogota. 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 Director of Verification.

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 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 Director of Verification 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.
- 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.

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 behaviors to avoid stereotypical responses; Does not discriminate against any individual or group.

Integrity: Demonstrates the values of the United Nations in daily activities and behaviors; 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

Competencies

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.

Client Orientation: Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

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. Experience in Latin America issues is desirable. Specific knowledge of the Colombia peace process is desirable. Previous work experience in the United Nations System and/or International Organizations is desirable.

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

Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence, and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law.

Candidates may subject to screening against these standards, including but not limited to whether they have committed or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

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.