

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

**Job Title & Level:** COORDINATION OFFICER, NO-D

**Department/Office:** UN VERIFICATION MISSION IN COLOMBIA

**Location:** BOGOTA, COLOMBIA

**Posting Period:** 10 September to 9 October, 2020

**Job Opening Number:** UNVMC-NJO-2020-016

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

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**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](mailto: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.

If you are an internal candidate with a Fixed Term Appointment within the UN Secretariat, please attach the last 2 performance evaluations to your application.

**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 focus of this position is to achieve effective coordination and efficient integration of the UN system in the country through proactive research, advice and support to the mission.

The Coordination Officer reports to the Director of Verification.

## **Responsibilities**

Within delegated authority, the Coordination Officer will be responsible for the following duties:

### **Analysis, Advice and Reporting**

- a) Identify issues and develop strategies for a common Mission approach through policy, advocacy and/or programming efforts; inspire others to build alliances for concerted action;
- b) Develop strategies, policies and other measures designed to achieve common objectives between the Mission, UNCT and other partners;
- c) In conjunction with partners, identify and pursue opportunities for specific activities related to the implementation of the Mission's mandate;
- d) Prepare summary and analytical documents, including situation reports, background notes, options papers, code cables and input for reports of the Secretary-General, in coordination with relevant Mission components and the UNCT;
- e) Prepare strategic inputs and develop draft recommendations to facilitate decision-making within the Mission.

### **Partnerships, Liaison and Engagement**

- a) Develop and maintain productive partnerships and build consensus with Mission components, UNCT members, including to facilitate the flow of information between the Mission/UNCT and Headquarters;
- b) Develop and maintain productive partnerships and build consensus with national authorities, civil society, bilateral and multilateral donors, regional organizations, the private sector, and other stakeholders to advance in mandated tasks;
- c) Provide substantive and practical support, such as serving as the secretariat, to relevant committees, task forces, clusters, inter-agency coordination groups, steering committees and working groups.

### **Coordination, Planning and Organizing**

- a) Organize and manage conferences, meetings, seminars, workshops and visits as required;
- b) Prepare talking points, speeches, and takes notes in key meetings;
- c) Act as focal point for any administrative, budget-related and planning issues as assigned;
- d) Review incoming correspondence, documents, analytical products, forwarding to appropriate unit, ensuring prompt action is taken, and following up on the status; ensuring consistency with mandate implementation;
- e) Review the most complex cases in detail and provide recommendations.

## **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.

**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.

**Managerial Competencies- Leadership:** Serves as a role model that other people want to follow; empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvement; does not accept the status quo; shows the courage to take unpopular stands

### **Education:**

Advanced university degree (Master's degree or equivalent) in Political Science, Social Science, Development or a related field is required. 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.

### **Work Experience:**

A minimum of seven (7) years of progressively responsible experience in political affairs, diplomacy, conflict resolution or a related area is required. Extensive experience in political outreach, facilitation, analysis, advice and reporting is required.

Experience working in a United Nations field operation (including peacekeeping operations, special political missions and field operations of UN agencies, funds and programmes) or a similar international organization or non-governmental organization in a conflict or post-conflict setting is required.

**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.