

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

Job Title & Level: Associate Liaison Officer, NO-B
Department/Office: UN VERIFICATION MISSION IN COLOMBIA (UNVMC)
Location: Multiple Duty Stations, (Field) COLOMBIA
Posting Period: 28 August 2018 – 10 September 2018
Job Opening Number: UNVMC-NJO-2018-024

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

The Human Resources Section invites all interested and qualified candidates to apply for the announced position. All interested candidates should submit their applications through the P11 form, which can be found at <https://colombia.unmissions.org/empleo> (CVs or alternative forms will NOT be accepted). Please submit your P11 along with your e-mail address, telephone number(s), and relevant contact details, at the following e-mail address: mcrecruitment@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. Please limit your attachments to 5MB.

Please include 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 situated in the Regional and Sub-Regional Offices of the United Nations Verification Mission in Colombia (UNVMC) located throughout the Colombian territory. 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 the Regional/Sub-Regional Head of Office in the region, or to the chief of the unit, to which she/he is assigned to.

Applicants are encouraged to apply only if they are interested and available to take up positions in any of the field duty stations. Applying to this job opening carries an expectation to accept the offer in any of the given field locations, if selected.

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 in particular 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 Head of the Regional Office 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.
- Prepares meetings of the UNVMC Regional/Sub-Regional Head of Office with local counterparts.
- Performs other related duties as required.

Competencies:

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.

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 required. 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 Spanish (both oral and written) is required, as well as working knowledge in English (both oral and written) is desired.

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.