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## UNITED NATIONS MISSION IN COLOMBIA JOB OPENING

### Internal / External

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<b>Job Title &amp; Level:</b>	<b>Associate Liaison Officer (Drug and Crime Prevention) NOB</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>30 November – 15 December</b>
<b>Job Opening Number:</b>	<b>MC-NJO-2017-056</b>

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

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#### **RECRUITMENT FOR THIS POSITION MAY BE SUBJECT TO FUNDING EXTENSION**

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 form, which can be found at <https://colombia.unmissions.org/empleo>. No CVs will be accepted**) at the following e-mail address: [mcrecruitment@un.org](mailto:mcrecruitment@un.org). Please include the job opening number of the above position in your e-mail application. Acknowledgment will be sent to short listed candidates only.

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 5MB in size.

#### **Organizational Setting and Reporting Relationships:**

This position is located in the UN Verification Mission in Colombia. The Liaison Officer will be based in Bogota and will report to the Head of the Verification Office, in close coordination and communication with the United Nations Office on Drugs and Crime (UNODC).

#### **Responsibilities:**

Within the limits of delegated authority, the Liaison Officer will be responsible for performing the following duties: •Provides information and analysis for the Mission, on issues associated with the Colombia Peace process, in particular related to drugs, crime prevention and combatting organized crime, and related aspects of the Final Peace Agreement. •Assesses implications and makes recommendations to senior management on possible policies, strategies and other measures to address issues of concern in relation to drugs, crime prevention and organized crime, and to advance mandated objectives. •Consults and cooperates with Mission and UNODC colleagues, as well as with relevant partners, to develop strategies and plans of action to address peace related challenges on drugs, crime prevention and organized crime, in pursuit of shared objectives; •Supports preparations for official meetings, events and visits, including through the provision of Secretariat services and by drafting talking points and speeches for senior UN officials on issues related to drugs, crime prevention and

organized crime; •Participates in fact-finding –and other- missions; •Provides support to the work of the substantive section of the mission and contributes to a shared understanding of the Mission environment, mandate and operations amongst Mission actors, and relevant national and international stakeholders, in relation to drugs, crime prevention and organized crime. •Fosters effective working relations with the UN Common System colleagues and counterparts, with special emphasis with UNODC, as well as with national and international partners on information-sharing, policy and coordination matters on issues related to drugs, crime prevention and organized crime • Liaises closely with UNODC to ensure a fluid coordination and exchange of information on matters of common interest; •; •Interacts closely with mission personnel at national and regional levels as well as with Headquarters, in preparing summary and analytical documents in relation to drugs, crime prevention and organized crime, including situation reports, background notes, talking points, options papers, code cables and input for reports of the Secretary-General, and other sensitive and confidential official communications to UNHQ.

### **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. **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 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.

**Education:** An advanced university degree (Master's degree or equivalent) in social sciences, political science, international relations, public administration, anthropology, law, economics, sciences, or related area is required. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

**Experience:** A minimum of two years of progressively responsible experience in Political, Reporting or Liaison-related work with UN Headquarters, Peacekeeping Operations, Special Political Missions, UN funds or programmes, National or International NGOs, or community based organizations, research institutions, etc. Of these a minimum of one year should be in a position requiring analysis, reporting, facilitation, mediation or negotiation skills. Experience in combating the threats posed by drugs, alternative development and/or crime prevention is desirable

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

**Assessment:**

Evaluation of qualified candidates may include an assessment exercise, which may be followed by competency-based interview.

**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.