

**UNITED NATIONS VERIFICATION MISSION IN  
COLOMBIA JOB OPENING  
Internal / External**

**Job Title & Level: Associate Liaison Officer, NO-B**

**Department/Office: Location:**

**Posting Period:**

**UN VERIFICATION MISSION IN COLOMBIA (UNVMC)**

**Multiple Duty Stations, (Field) COLOMBIA 04 July – 12  
July 2018**

**Job Opening Number: MC-NJO-2018-024**

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

The Human Resources Unit invites all interested and qualified candidates to apply for the advertised position. All interested candidates should submit their applications (Personal History Profile - P11 and/or CVs) and copies of their educational certificates to the Recruitment Unit via the email: [MCrecruitment@un.org](mailto:MCrecruitment@un.org).

Please include the job opening number of the above position in your e-mail application. Acknowledgment of receipt will be sent to short listed candidates only.

**Organizational Setting and Reporting**

These positions are located in Regional Offices of the United Nations Mission in Colombia. 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 Head of the Regional Office in the region to which she/he is assigned.  
Responsibilities

**Responsibilities:**

Within delegated authority, the Associate Liaison Officer will be responsible for the following duties: *(These duties are generic, and may not be performed by all Associate Liaison Officers)*

- Analyses and presents information gathered from diverse sources on assigned topics/ issues.
- Contributes to the preparation of various written documents, e.g. background papers, periodic verification and thematic reports
- Develops and maintains reference/resource information on specific topics or policy-related issues.
- Assists in the organization of meetings, seminars, conferences, workshops, etc. with other agencies and partners to facilitate exchanges of expertise and views on related to Mission's mandate; serves as secretary to such events.
- Maintains awareness of current developments and related issues, to include relevant political, policy, gender considerations or other developments in specific subject area or region concerned.

- Serves as link with national counterparts / stakeholders.
- Provide thorough analysis of political, social and economic situation.
- Develops partnerships with NGOs, government institutions, private sector and relevant stakeholders.
- Support timely and effective communication with colleagues and external partners.
- Performs other 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.

**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.

**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 political science, social sciences, law, public administration, international studies, economics, or a 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 two years of progressively responsible experience in political affairs, human rights, research, international relations, conflict management, humanitarian affairs, development, or related area.

### **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.

### **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.