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## MISSION IN COLOMBIA JOB OPENING

Internal / External

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<b>Job Title &amp; Level:</b>	<b>SPECIAL ASSISTANT TO THE CHIEF OF STAFF NO - C</b>
<b>Department/Office:</b>	<b>UN MISSION IN COLOMBIA/OFFICE OF THE CHIEF OF STAFF</b>
<b>Location:</b>	<b>BOGOTA, COLOMBIA</b>
<b>Posting Period:</b>	<b>20 May to 03 June 2016</b>
<b>Job Opening Number:</b>	<b>MC-NJO-2016-007</b>

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

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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) and copies of their educational certificates to the Recruitment Unit via email: [MCreruitment@un.org](mailto:MCreruitment@un.org)

Please be advised that only applications made via UN P11 form will be reviewed. Kindly ensure that you include the job opening number for the above position in your e-mail application. Acknowledgement will be sent to the short listed candidates only. Please also be advised that only Colombian Nationals are eligible to apply for National Job Openings.

### Organizational Setting and Reporting

This position is located in the Office of the Chief of Staff. The Special Assistant will report to the Chief of Staff.

### Responsibilities:

Under the overall direction of the Chief of Staff and within limits of delegated authority, the Special Assistant will be responsible for the following duties:

- Participates fully in assigned operational activities related to the work of the office or mission, i.e., peacekeeping, disarmament, demobilization and reintegration, conflict prevention and resolution, post-conflict rehabilitation, election administration, political and governance institution-building, civil society support work, etc.; supports an integrated approach that includes a rights-based dimension, conflict prevention sensitivity, and gender perspective into the policy, planning and operational activities of the unit.

- Prepares briefing notes and talking points for the Senior Political Affairs Officer, Head of the Mission and other senior staff. As requested, provides guidance and advice on assigned issues to the head of mission, as well as other selected offices of intergovernmental bodies concerning assigned areas of work, status of negotiations, and the approach to various issues including interpretation of the rules of procedure. Prepares responses to comments, statements, and queries of parties and manages operations involving several components of a limited nature, such as civilian, military or humanitarian operations. Develops and maintains relations with government officials at the working levels and advises them on issues and policies of mutual concern.
- Participates as a member of a team dealing with a variety of political issues in a region, country or major conflict situation. Attends meetings to identify the scope of the project, considers methodologies, and participates in developing guidelines, terms of reference and operational plans and time frames for new assignments. Assists in planning, coordinating and supporting programmes, projects and activities requiring mission and/or interagency involvement and participation. Represents the team at round tables, seminars and conferences.
- Supports his/her supervisor in the formulation of the work programme, budget and medium-term plans of the unit by participating in meetings, and compiling or researching issues related to the mission.

#### **Partnerships, Planning and Programming:**

- Develop and maintain strategic partnerships with the authorities, mission components and UNCT members, bilateral and multilateral donors, international financial institutions, the private sector, civil society and other stakeholders;
- Provide substantive and practical support to Steering Committees, clusters and working groups, as well related activities, meetings and events;
- Provides recommendations and support to the Mission, the UNCT and national partners to help coordinate, including at the subnational level.

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

- Identify and analyze potential issues for a UN common analysis, approach through policy, advocacy and/or programming efforts;
- Prepare summary and analytical documents, including situation reports, background notes, options papers, code cables and input for reports of the Secretary-General.

## Information Management and Communication

- Facilitate the flow of information between stakeholders, UN Mission and UNCT.
- Performs other related duties as required.

### Competencies:

**PROFESSIONALISM:** Knowledge of the work of the United Nations, and of the functions, priorities and policies of peacekeeping and its activities at both Headquarters and in the field; proven integrity and reliability in performance; excellent analytical skills, with ability to identify relevant issues affecting a country or region; demonstrates professional competence and mastery of subject matter; 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 organisational 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.

**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.

### Education:

Advanced university degree (Master's degree or equivalent) in 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 and/or coordination is an asset.

**Work Experience:**

A minimum of five(05) years of progressively responsible experience in political science, international relations, law, disarmament, security, development management, conflict resolution or related area.

**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.

**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 be 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.