

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

**Job Title & Level:** Associate Liaison Officer, NO-B  
**Department/Office:** UN VERIFICATION MISSION IN COLOMBIA (UNVMC)  
**Location:** Villavicencio, Colombia  
**Posting Period:** 17 April 2020 to May 16 2020  
**Job Opening Number:** UNVMC-NJO-2020-008

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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 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](mailto:mcrecruitment@un.org)

Please be advised that only applications made via UN P11 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. Acknowledgement will be sent to the short-listed candidates only.

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

Please also be advised that only Colombian Nationals are eligible to apply for National Job Openings.

### **Organizational Setting and Reporting**

This position is situated in the Regional Office of Villavicencio. 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 Head of Office in the region, or to the chief of the unit, to which she/he is assigned to.

### **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 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.
- In coordination with the Head of the Regional Office, liaises with other sectors of the UN, other international organizations, and government institutions on coordination and policy matters.
- Monitors actions taken by intergovernmental groups, UN organizations, government and non-governmental organizations.
- Coordinates, compiles and drafts periodic reports such as the fortnightly analytical report on the reincorporation context. Supports the coordination and drafting of other reports or documents as required.
- Selects, classifies, stores and analyses information relating to potential disputes and conflicts involving stakeholders in the assigned area of responsibility.
- Participates in fact-finding and other missions within the assigned area of responsibility and in support of 3.2 reincorporation activities as required.
- Prepares meetings of the UNVMC Regional Head of Office with local counterparts. Takes meeting notes as necessary.
- Performs other related duties as required.

### **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.

**Integrity:** Demonstrates the values of the United Nations in daily activities and behaviours. 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 behaviour.

**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 behaviours to avoid stereotypical responses. Does not discriminate against any individual or group.

### **Competencies:**

**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

**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 the audience. Demonstrates openness in sharing information and keeping people informed.

### **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 and English (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.

**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.**