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## JOB OPENING

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Functional Title & Level:	<b>Political Affairs Officer (NO-C)</b>
Org. Unit	<b>Political/Rule of Law, Political Outreach Unit</b>
Duty Station:	<b>Port-au-Prince</b>
Posting Period:	<b>25-31 August 2017</b>
Job Opening Number:	<b>MINUJUSTH-GJO-2017-010</b>

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### Special Notice

The purpose of this job opening is to generate a roster of qualified and available candidates to fill anticipated job openings for the **Political Affairs Officer (NO-C)** positions. Candidates who are successful in the assessment process will be placed on the roster. The selected candidate will be **EXPECTED TO COMMENCE WORK ON 16 OCTOBER 2017**. Candidates who are not successful during the assessment will not be placed on the roster. They will be notified at a later stage. Placement on the roster does not guarantee selection. Start date of this position is subject to the availability of funding source.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply. Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

All interested candidates should submit their Personal History Profile (PHP) and copies of their educational diploma/certificates and employment records via email at [minujsth-recruitment@un.org](mailto:minujsth-recruitment@un.org). Blank PHP and supplementary sheets are available at the MINUSTAH Bulletin Board and at the MINUSTAH website <https://minustah.unmissions.org/offres-emploi>.

**Important:** Functional title and job opening number MUST be indicated in the subject of your e-mail application in order to be considered for review.

### Organizational Setting and Reporting

These positions are located in United Nations Mission for Justice Support in Haiti, (MINUJUSTH). The United Nations' Security Council adopted resolution 2350/2017 deciding the creation of MINUJUSTH mandated to assist the Government of Haiti to strengthen rule of law institutions in Haiti; further support and develop the Haitian National Police; and engage in human rights monitoring, reporting, and analysis among others.

The **Political Affairs Officer (NO-C)** typically reports to a Senior Political Affairs Officer or Chief of Unit, in the Political and Outreach Unit, Political and Rule of Law Section.

## **Responsibilities**

Participates fully in assigned operational activities related to the work of the office or mission, i.e., peacekeeping, rule of law, conflict prevention and resolution, post-conflict rehabilitation, political and governance institution-building, civil society support work, etc.; supports the political outreach and communication campaigns on rule of law in consultation with the justice and corrections teams; maintaining regular contacts with Haitian civil society and government stakeholders; 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.

Performs other related duties as required.

## **Competencies**

- **Professionalism:** Ability to identify and analyze political, ethnic, racial, social and economic problems that cause civil unrest in a country or geographic area. 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 other 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.

## **Education**

Advanced university degree (Master's degree or equivalent) in Political Science, Management or Development, law, or a related field is required. 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 desirable.

## **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 is required.

## **Languages**

English and French are the working languages of the United Nations Secretariat. For the position(s) advertised, fluency in oral and written French or English, with a good working knowledge of the other, is required.

## **Assessment**

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