



JOB OPENING

Functional Title & Level:	Associate Disarmament, Demobilisation, and Reintegration Officer (NO-B)
Org. Unit:	DSRSG (RC/HC/RR), Community Violence Reduction
Duty Station:	Port-au-Prince
Posting Period:	2-8 October 2017
Job Opening Number:	MINUJUSTH-GJO-2017-013

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 **Associate Disarmament, Demobilisation, and Reintegration Officer (NO-B)** 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.

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 ONLY their Personal History Profile (PHP) via email at 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-demploi>.

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 **Associate Disarmament, Demobilisation, and Reintegration Officer (NO-B)** typically reports to the Chief of Section or, Chief of Unit, though this may vary depending on the mission structure and location of these post.

Responsibilities

Within limited delegated authorities, the incumbent of the post will be perform the following functions:

- Contributes in the development, implementation and evaluation of Community Violence Reduction (CVR) activities in assigned region in accordance with system-wide principles and guidance, within the Mission mandate.
- Carries out basic research and analysis on selected aspects of the CVR programme, including operations and other related subjects and activities, e.g. reviews relevant documents and reports; collects, analyzes and presents statistical data and other information gathered from diverse sources; identifies problems and issues to be addressed and recommends corrective actions; liaises with relevant parties; identifies and tracks follow-up actions.
- Contributes to the monitoring of CVR activities, undertakes periodic reviews of CVR operations to assess effectiveness and efficiency, achievement of results and procedural compliance.
- Maintains awareness of current CVR issues, including relevant political, policy and gender considerations; monitors and assesses the political situation in assigned area of responsibility as required.
- Participates in discussions with the Mission's components, as well as with international and national partners on CVR activities.
- Contributes to the preparation of various written outputs, e.g. draft background papers, analytical notes, sections of reports and studies, manuals on standards and procedures, inputs to publications, etc.
- Provides administrative and substantive support to consultative and other meetings, conferences, including the preparation of background documents and presentations, handling logistics, etc.
- Undertakes outreach activities; participates in the development and delivery of training workshops, seminars, and induction courses on assigned topics/activities.
- Organizes field visits for high-level UN officials; participates in field visits to review implementation of various CVR programmes/activities, including provision of substantive and administrative support.
- 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 others 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) preferably in business administration, management, economics or related field is required. 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 international affairs such as peacekeeping, peacebuilding or development programmes, preferably, with specific focus on conflict/post-conflict and economic recovery issues or related areas. Previous experience working with vulnerable groups in the areas of peacekeeping, peacebuilding, development, small arms or community violence reduction CVR or DDR is an advantage.

Languages

English and French are the working languages of the United Nations. For the post advertised, fluency in oral and written English or French is required. Knowledge of the other is desirable.

Assessment

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