



---

## JOB OPENING

---

Functional Title & Level:	<b>Disarmament, Demobilization and Reintegration Officer (NO-C)</b>
Org. Unit	<b>Community Violence Reduction (CVR)</b>
Duty Station:	<b>Port-au-Prince</b>
Posting Period:	<b>19-25 September 2017</b>
Job Opening Number:	<b>MINUJUSTH-GJO-2017-019</b>

---

### 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 **Disarmament, Demobilization and Reintegration 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) 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-demploi>.

**Important:** Functional title and job opening number MUJI 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) within the community violence reduction (CVR) section. 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 **Disarmament, Demobilization and Reintegration Officer (NO-C)** reports to the Chief of Unit, Community Violence Reduction.

## Responsibilities

- Contributes to the substantive development and implementation of the CVR programme, including overall policy and legal framework, implementation strategy, operational modalities and action plans, taking into account national programme priorities and targets.
- Provides technical inputs to the planning, design and implementation of projects, as well as technical advice and assistance to key parties (e.g. CVR Unit, commissions, government representatives, etc.); consults with relevant stakeholders through inclusive and participatory processes; and undertakes continuous monitoring of project activities.
- Organizes and undertakes research and analysis on various aspects of CVR work, including risk and threat assessments, target group profiles, political factors, security and other issues affection operations; identifies problems and issues to be addressed and proposes corrective actions; identifies and tracks follow-up actions; produces progress and briefing reports.
- Supports the development and maintenance of appropriate mechanisms and systems for tracking, monitoring and evaluation of key components of CVR related programmes; manages data collection and follow-ups; identifies issues and prepares conclusions.
- Coordinates the mobilization of networks of local partners and communities (e.g. NGO, community-based organizations, private sector enterprises and local communal authorities) and facilitates their participation in the planning and implementation of CVR projects and related activities.
- Supports efforts in resource mobilization and development of strategic partnerships with multiple donors and agencies.
- In consultation with relevant parties, develops targeted training programmes for institutional capacity building.
- Participates in or lead field missions, including provision of guidance to government officials and other parties; drafts mission reports and prepares briefings for senior Mission leadership.
- Ensures that CVR activities are well integrated and coordinated with other mission activities e.g. political, military, humanitarian; public information; legal, etc.
- Provides substantive support to consultative and other meetings e.g. conference workshops including proposing agenda topics, preparation of documents and presentations.
- Supervise field office personnel working on CVR activities.
- Performs any other assigned duties.

## 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) preferably in business administration, management, economics, project management, political science 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 five (5) years of progressively responsible experience in coordinating development activities in national governments, non-governmental organizations or international organization 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, with a good working knowledge of English, is required.

## **Assessment**

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