



JOB OPENING

Functional Title & Level:	Associate Information Analyst, Political Affairs (NO-B)
Org. Unit	Joint Mission Analysis Center, O/COS
Duty Station:	Port-au-Prince
Posting Period:	11-17 September 2017
Job Opening Number:	MINUJUSTH-GJO-2017-023

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 Information Analyst, Political Affairs (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>.

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 which is 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 Information Analyst, Political Affairs (NO-B)** typically reports to a Senior Information Analyst Officer or Chief of Unit, JMAC, O/COS.

Responsibilities

Within delegated authority, the Associate Information Analyst will be responsible for the following duties:

Information collection

- Assist JMAC leadership in gathering information in support of the Mission Leadership Team (MLT), as required;
- Help identify areas for potential research and analysis. Collate, evaluate and provide short- or long-term analysis on developments/events affecting the implementation of Mission mandate, using sources such as Mission components (civilian, police, military, Human Rights), UNCT, national military/civilian actors, local governments, NGOs, local media and other key stakeholders;
- Gather and analyze information on local conflicts, land issues, local political developments, security environment, military developments, presence of gang activities, organized crime, cross-border illegal activities affecting the peace process;
- Gather in-depth specific information for JMAC on who-is-who of political, military, religious and civil society leaders in provinces and districts and input such information into the JMAC database;
- In coordination with information management and information technology specialists, maintain a system for classifying and storing confidential information;
- Interact constantly with key players on the local security and political environment;
- Participate in fact-finding and other missions to the field;
- Foster effective working relationships with other Mission components, the United Nations Country Team (UNCT) and relevant external actors and organizations;

Reporting

- Keep abreast with and report on broader political and other developments relevant to the Mission;
- Contribute to situational awareness by producing timely accurate and analytical reports and briefings that inform JMAC leadership;
- Maintain an understanding of the political, security, humanitarian, and human rights situation in the Mission area and region; follow unfolding events; conduct trend analysis and mid to long-term predictive analysis; work with colleagues to gather and verify information; and be able to select, confirm, and deliver the relevant information, with the appropriate political context, in a concise manner (written or oral);
- Present feasible solutions to prevent or manage the threats;

Performs other duties, as assigned.

Competencies

- **Professionalism:** Ability to identify and analyze political, ethnic, racial, religious and 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.
- **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.

Education

Advanced university degree (Master's degree or equivalent) in International Relations or a related subject is required. A first-level university degree in combination with other relevant academic qualifications and/or experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of two years of progressively responsible experience in political affairs, civil affairs, humanitarian affairs, human rights, public information/journalism, military, police, security, crisis operations and management, or related field is required. Professional experience preparing summary and analytical reports on political and/or security issues is required. Experience working on conflict-related issues is desirable. Experience working in a conflict or post-conflict situation is desirable.

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. Fluency in oral and written Creole is also required.

Assessment

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