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## JOB OPENING

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Functional Title & Level:	Coordination Officer (NO-C)
Org. Unit	Office of the DSRSG (RC/HC/RR)
Duty Station:	Port-au-Prince
Posting Period:	04 – 10 September 2017
Job Opening Number:	MINUJUSTH-GJO-2017-026

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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 **Coordination 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.

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](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 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 **Coordination Officer (NO-C)** typically reports to the Deputy SRSG (RC/HC/RR).

## Responsibilities

- Supports and engages in the development and monitoring of the UN's Peace and Development Agenda, UN Development Assistance Framework and United Nations Integrated Strategic Framework in the country; identifies key issues including challenges that require immediate support and advice, takes corrective action as needed and revises the output of subordinate professional staff.
- Maintains and advises UN agencies and directly supports the work of the United Nations Integrated Working Groups, in particular as regards to strategies for advocacy and engagement with national stakeholders;
- Liaises with UN agencies, relevant departments of the Government, international donor community and civil society; facilitates coordination meetings and relevant forums that would enhance coordination and resources mobilization and use, advocates and promotes the work of the mission.
- Monitors, analyses and reports on trends on human and socio-economic rights situation, external aid and public financial management, and in the UN's evolving programmatic strategies.
- Drafts routine and ad hoc situation reports/briefings.
- 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) in political science, law, 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 five (5) years of progressively responsible experience in coordinating development activities in national governments 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 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.