



JOB OPENING

Functional Title & Level:	Assistant Political Affairs Officer (NO-A)
Org. Unit	Mobile Teams, Political/Rule of Law
Duty Station:	Port-au-Prince
Posting Period:	04 – 10 September 2017
Job Opening Number:	MINUJUSTH-GJO-2017-028

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 **Assistant Political Affairs Officer (NO-A)** 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 **Assistant Political Affairs Officer (NO-A)** reports to the Senior Political Affairs Officer or Head of Unit, Mobile Teams, Political/Rule of Law.

Responsibilities

Within delegated authority, the Assistant Political Affairs Officer will be responsible for the following duties:

- Receives and analyzes information contained in communications and publications from different sources, including the press; maintains up-to-date knowledge of events relating to political and rule of law issues in a specified area or subject matter.
- Assists senior officers with preparing drafts, briefing notes, background papers and talking points.
- Prepares summaries of articles from a wide variety of sources and drafts a variety of correspondence, and sections of reports.
- Monitors political, rule of law, socio-economic, and other politically relevant developments in an assigned area, including through the maintenance of contacts with local interlocutors.
- Provides input into political, humanitarian and economic efforts and programmes.
- Creates databases that track project progress and provides other information relevant to assigned area.
- Performs other related duties as required.

Competencies

- **Professionalism:** 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

A first-level university degree in Political Science, Law, Management or Development, or a related field. Professional training in the areas of planning, monitoring and evaluation, facilitation and/or coordination is an asset.

Work Experience

A minimum of one to two years of progressively responsible experience in political science, international relations, law, disarmament, security, development management, conflict resolution or related area.

Languages

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

Assessment

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