



## African Union – United Nations Hybrid Operation in Darfur

### Job Opening

**Post Title:** Associate Civil Affairs Officer

**Post Level:** NO-B

**Location:** Nyala

**Job Opening Number:** UNAMID-JO - 14/006

**Job Opening Deadline:** 23 Dec 2014

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

### **Organizational Setting and Reporting**

The post is located within the areas of responsibility of African Union-United Nations Hybrid Operation in Darfur (UNAMID), a peacekeeping mission jointly operated by the African Union and the United Nations under the mandate of the United Nations Security Resolution.

### **Duties and responsibilities:**

Within limits of delegated authority and under the supervision of the Team Leader, the NPO at the NO-B level will be responsible for, but not limited to, the performance of the following duties:

- Works closely with civil society groups or institutions that promote a culture of peace and reconciliation;
- Provides representation of the Mission at the local level and ensures that all relevant governmental and non-governmental actors have accurate information about the mandate and full-range of operations of the Mission;
- Establishes and maintains contact with representatives of local authorities, as well as civil society actors, non-governmental organizations, community representatives and representatives of local interest groups;
- Coordinates activities and initiatives (across disciplines and components) with other team members to achieve consistency and synergy in mandate implementation;
- Undertakes assessment of assigned sectors with a view to identifying needs and priorities;
- Contributes to overall mission monitoring and planning;
- Assists in the organization of outreach activities to promote good relations and understanding between Mission's actors and the population as well as to ensure accurate information dissemination on Mission's role and mandate;

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- Draft daily, weekly and situation reports as required.

### Competencies:

- **Professionalism:** Ability to conduct political analysis and to identify and resolve sensitive issues. Knowledge of operational aspects of national, bilateral or multilateral aid programmes. Ability to identify sources for data collection. Knowledge of the role and mandate of United Nations. Peacekeeping Operations with regard to civil affairs at the national and local level; Awareness of civil affairs-related work, including monitoring and facilitation at the local level, collaboration and coordination with international community and UN funds and programmes; Awareness of the role of civil society organizations in post-conflict societies and of ways to empower them; Understanding of conflict drivers and early warning indicators; Understanding of conflict management, facilitation, mediation and negotiation; Awareness of public administration related issues in post-conflict transition.
- **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 people 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.
- **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.

### Qualifications and Experience:

- **Academic Background:** Advanced University Degree (Master's or equivalent) in political science, law, international relations, public administration, business administration, social sciences, engineering, economics or related field. A first-level University degree in combination with



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four additional years of relevant work experience may be accepted in lieu of the advanced University degree.

- **Relevant working experience:** A minimum of 2 years of progressively responsible experience with an Advanced University Degree (Master's or equivalent) in the specific sector of responsibility or related areas such as working with community groups, NGOs and/or international relief or peacekeeping operations in sustainable development activities. Experience relevant to civil affairs monitoring and reporting and/or conflict management is required. Experience in a field environment and knowledge of Sudanese politics and history is also highly desirable. Candidates with first-level university degree are required to have four years of relevant experience.
- **Language:** Fluency in oral and written English and Arabic is required.
- **Other Skills:** Computer literacy in Microsoft Office and Strong and proven report writing skill is required

**Important Consideration for Applicants:**

**This position is locally recruited and therefore UNAMID will not provide accommodation to locally recruited staff.**

**HOW TO APPLY**

Interested applicants should submit their applications together with:

- 1) Cover letter setting out how the qualifications and experience match the requirements of the position
- 2) Completed and signed United Nations Personal History form ([P-11](#))
- 3) a copy of own Birth Certificate, Sudanese Resident Certificate, national passport, Secondary and/or University Diploma, copies of previous employment certificate(s) and three references from previous employers by ONE of the following methods: (All Applicants **MUST** indicate the **job opening number, Post Title and the Duty Station** of which they are applying, on the Subject line [by email] or on the Envelope [by Mail/by Hand].) e.g. **UNAMID-JO-14-006, Civil Affairs Officer, NO-B, Nyala.**

**By e-mail:** All applicants are strongly encouraged to apply by e-mail: El Fasher: [UNAMIDJO-NYL@un.org](mailto:UNAMIDJO-NYL@un.org)

**By Hand:** Deliver to: the UNAMID Regional Office in Nyala.

**IMPORTANT:** Please refer to the **Qualifications and Experience** and **Competencies** sections above and make sure that you are eligible to apply.

**In line with the UN policy on gender balance, FEMALE CANDIDATES ARE ENCOURAGED TO APPLY**  
**POSITIONS OPEN FOR SUDANESE NATIONALS ONLY**

**WARNING TO APPLICANTS:**

**THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON BANK ACCOUNTS.**