



African Union-United Nations Hybrid Operation in Darfur

VACANCY ANNOUNCEMENT

The United Nations and African Union Mission in Darfur (UNAMID) is seeking qualified candidates for the following position:

*Before the submission of your application, please refer to the **Qualifications and Experiences** and **Competencies** sections below, and ensure that you have met the minimum requirements as mentioned.*

VA No.: UNAMID-NYL-12-010	VA Date: 11 June 2012	Application Deadline: 25 June 2012
Post Title: Civil Affairs Officer	Grade: NO-C	Duty Stations: Nyala

Duties and responsibilities:

Under the supervision of Section Chief or his/her designate, the incumbent will be responsible for, but not limited to, the following functions:

- Work closely with civil society groups or institutions that promote a culture of peace and reconciliation by organising joint initiatives, such as dialogue, community events, and conflict resolution activities.
- Assist civil society actors in identifying technical assistance and capacity development resources, and facilitate relationship with international donors and organizations.
- Facilitate and support dialogue between groups in conflict at the local level by convening structured meetings and similar activities.
- Engage and negotiate with local interlocutors, and develop and maintain close contact with senior and local government officials, community-based organizations, and other central agencies.
- In contexts of minimal local government, assist local governments by providing basic administrative support in drafting agendas, preparing minutes of meetings, developing a filing system and support in instituting basic information management or coordination mechanisms.
- Support dialogue and cooperation between authorities and relevant interest groups to create political space, accountability and provide support to the development of structures of accountability and transparency.
- Provide representation of the mission at the local level, and ensure all relevant governmental and non-governmental actors have accurate information on the mandate and full-range operations of the Mission.
- Establish and maintain contact with representatives of local authorities, as well as civil society actors, non-governmental organizations, and representatives of the community and local interest groups.

- Provide analysis and recommendations on political, social and economic issues affecting short- and long term stability by identifying conflict drivers and analysing their nature.
- Provide timely and effective information on potential and immediate conflict at local level.
- Undertake assessment of assigned sector to identify needs and priorities.
- Draft daily, weekly and situation reports, as required.

Qualifications and Experience:

- **Academic Background:** Advanced university degree (Masters Degree or equivalent) in political science, international relations, public sector management, social sciences or related humanities. A combination of academic degree and relevant working experience may be taken into consideration in lieu of the advanced degree.
- **Relevant working experience:** At least 5 years of progressively responsible experience in the specific sector of responsibility (including supervisory and management functions) or related areas such as working with community groups, NGOs and/or international relief or peacekeeping operations in sustainable development activities. Knowledge of Sudanese politics and history is highly desirable.
- **Language:** Fluency in oral and written English and Arabic is required.
- **Other Skills:** Computer literacy in Microsoft Office and strong writing and reporting skills.

Competencies:

- **Professionalism:** Knowledge of the role and mandate of United Nations Peacekeeping Operations with regard to civil affairs at the national and local level. In-depth understanding of the role of civil society organizations in post-conflict societies and of ways to empower them. Proven competence in conflict management, mediation and negotiation. In-depth understanding of conflict dynamics, levels and types. Ability to identify conflict drivers that may have an impact on the peace process. Awareness of reconciliation processes and experiences. Ability to facilitate dialogue between parties in conflict. Capacity to liaise with institutions on sensitive issues, such as excluded and threatened groups. Understanding of key elements to build confidence among populations in the role and mandate of the UN Peacekeeping Operations; Demonstrate in-depth understanding and substantial knowledge of public administration and finance with diverse experience in this area. Ability to identify needs of local public administration and propose remedial action. In-depth understanding of issues related to public administration 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.

- **Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

- **Client Orientation:** Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

HOW TO APPLY

Interested applicants should submit their applications together with The United Nations Personal History form (P.11) or CV, a copy of own Birth Certificate, Sudanese Resident Certificate, national passport Secondary and/or University Diploma and three references from previous employers by ONE of the following methods: (All Applicants **MUST** indicate the **VA No., Post Title, Duty Station** of which they are applying, on the Subject line [by email] or on the Envelope [by Mail/by Hand].) e.g. **UNAMID-NYL-12-010, Civil Affairs Officer, Nyala**

By e-mail: All applicants are strongly encouraged to apply by e-mail:
El Geneina: UNAMIDVA-NYL@un.org;

By Hand: Deliver to: the UNAMID Regional Offices 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.**

