

UN CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

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-ELD-12-005	VA Date: 23 October 2012	Application Deadline: 21 November 2012
Post Title: Civil Affairs Officer	Grade: NO-B	Duty Stations: East Darfur (Labado)

Duties and responsibilities:

Under the supervision of the Civil Affairs Team Leader or his/her designate, the National Civil Affairs Officer will be responsible for, but not limited to, the following functions:

- Develop and maintain close contacts with local government officials, community-based organizations, and other central agencies, etc. Maintain contact with local authorities, political leaders, religious leaders and Civil Society at all levels Conduct briefings on UNAMID activities.
- Support the implementation of the Civil Affairs annual work plans including planning, organization and facilitation of workshops, seminars, consultative and monthly meetings involving government officials, civil society, local communities and other stakeholders.
- Monitor specific aspects of mandate implementation. Identify problems and propose corrective actions, and assist in the coordination of mandate implementation with other mission components and international agencies.
- Compile and analyze the data necessary for the preparation of political analysis and other assessments on the impact of the political, economic and social environment on UNAMID mandate implementation in Darfur.
- Draft UNAMID documents and reports, as well as relevant thematic and analytical reports.
- Provide accurate, timely and factual daily and weekly reports on the political and socio-economic situation in Darfur.
- Prepare analysis of the on-going political developments to identify trends and issues; provide socio-economic advice to team members; and assist in conducting briefings to UN and Senior Governments officials when required.
- Coordinate and implement confidence-building, dialogue, understanding and cooperation between stakeholders, and assist local and international organizations in conflict resolution and crisis management.

- Support the Civil Affairs Division in planning, strategizing and overall management of the programme.
- Support the preparation and regular updating of East Darfur State profile which would include conflict mapping and identification of needs and priorities.
- Support the identification, processing, implementation and monitoring and evaluation of quick impact projects in the State and prepare the necessary reports.
- Facilitate public information and awareness raising campaigns on the role of Civil Affairs in support of the mandate of UNAMID.
- Attend State coordination meetings as required.
- Undertake other tasks as directed by the immediate supervisor and Director of Civil Affairs Division.

Qualifications and Experience:

- **Education:** Advanced University Degree (Master's degree or equivalent) in public administration, political science, international relations, any branch of the social sciences or related fields. A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree
- **Experience: A minimum of two (2) years working experience in the areas of application of relevant field of specialization or other related areas are required.** Experience with UN/NGO or other International organizations are added asset.
- **Language: Fluency in spoken and written English and Arabic essential.**
- **Other Skills:** Computer literacy in Microsoft Office Writing and reporting skills, Demonstrated effective organizational skills and ability to handle work in an efficient and timely manner.

Competencies:

Professionalism: Ability to conduct independent research and analysis, identify issues and recommend solutions, demonstrated analytical skills. Ability to identify sources for data collection. Knowledge of the role and mandate of United Nations, Peacekeeping Operations and 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. A clear understanding of the conflict and Peace Process in Darfur.

Planning and Organizing: Ability to establish priorities and to plan, coordinate and monitor his/her own work plan in an efficient and timely manner.

Judgment/Decision-making - Demonstrated ability to apply good judgment in the context of assignments given. Technology Awareness - Fully proficient computer skills and use of relevant software and other applications, e.g. word processing, PowerPoint or equivalent, graphics software, internal databases, Internet, etc.;

Communication - Strong communication (spoken and written) skills, including ability to draft/compile a variety of written communications products and to articulate ideas in a clear, concise style. Ability to effectively communicate information to the public; Proven reporting and analysis experience.

Teamwork - Good interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Client Orientation: Ability to identify clients' needs and develop appropriate solutions; ability to establish and maintain productive partnerships with clients; ability to generate and communicate organizational direction as well as introduce and emphasize UN policies into the dialogue (e.g. gender mainstreaming, human rights, etc.)

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.

HOW TO APPLY

Interested and qualified applicants should submit their application together with the United Nations Personal History form (P.11) and/or CV along with copies of Academic and previous employment certificates by one of the following methods:

By Email: unamidva-nyl@un.org

Deliver by Hand: UNAMID El Daein at Super Camp Security Gate or UNAMID-Labado.

Note: All applicants **Must** indicate the VA No., Post Title and Duty Station to which they are applying on the subject line (by email) and/or on the sealed envelope (by hand delivery). E.g. **UNAMID-12-005 - Civil Affairs Officer**

Please do not submit original certificate(s) with the applications. Females candidates are strongly encouraged to apply.