



## United Nations and African Union Mission in Darfur

### **Vacancy Announcement**

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

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

VA #: <b>UNAMID - OCOS-12-027</b>	VA Date: <b>01 April 2012</b>	Applications Deadline: <b>15 April 2012</b>
Post Title: <b>Liaison Officer</b>	Grade: <b>NO-C</b>	Duty Station: <b>HQ/El Fasher</b>

#### **Duties and responsibilities:**

Under the supervision of the Programme Officer, the incumbent will be responsible for the following functions:

- Develop and maintain close working relationship with all internal and external partners, including offices of the Walis of Darfur States, all UNAMID components, international non-governmental organizations, local non-governmental organizations and United Nations Country Team;
- Coordinate with Khartoum Liaison Office to maintain and update mailing lists and information pertaining to the host country government, diplomatic missions, governmental and non-governmental organizations and members of the United Nations team in Sudan;
- Coordinate with Khartoum Liaison Office and Programme Officer to facilitate high-level working visits to the mission by senior United Nations, government and international officials and assist in preparation of programs and organization of appointments;
- Create, consolidate and maintain database for visits requests by senior United Nations, government and international officials and provide visit forecast to the mission;
- Monitor and follow-up the status of visa application for visiting delegations with government of Sudan and UNAMID personnel;
- Coordinate with Programme Officer to facilitate high-level working visits to the mission including developing programs;

- Advise visiting delegations on procedures related the airport and other public places within the host community;
- Assist the Programme Officer to organize and manage meetings;
- Identify and advise Programme Officer about envisaged problem areas with visiting delegations during events hosted by UNAMID and suggest adequate solutions;
- Inform Programme Officer of all matters requiring his/her attention, assist in formulating options as to how those matters may be handled and ensure appropriate follow-up;
- Perform any other task as may be directed by supervisor.

**Education:** Advance university degreepreferably in political or social science, international studies, public administration, economics or other relevant field. A first degree with relevant combination of academic qualifications and experience may be accepted in lieu of the advance university degree.

**Experience:**Minimum 5years of relevant experience (for master’s Degree) and 8 years (for B.A. Degree) in international affairs, development, security diplomacy, administration or foreign relations. Experience with international organizations is strongly desired.

**Language:**Fluency in both written and spoken English and Arabic. Knowledge of regional dialects would be an added advantage.

**Otherskills:** Fair report writing skills are required.

**Competencies:**

**Professionalism:**Political awareness and diplomacy; ability to identify problems, i.e., political, ethnic, racial, social, economic, etc. which may be contributing to unrest in a country; ability to recommend solutions; ability to work efficiently and effectively under pressure.

**Client Orientation:** Ability to identify clients’ needs and develop appropriate solutions; ability to establish and maintain productive partnership with clients; ability to generate and communicate organizational direction as well as introduce and emphasize UN policies into the dialogue.

**Planning and Organizing:** Ability to establish priorities and plan, coordinate and monitor his/her own work plan in an efficient and timely manner; ability to allocate appropriate time and resources to complete work allowing for contingencies and using time efficiently.

**Communication:** Ability to write in a clear and concise manner and orally communicate effectively; excellent interpersonal skills, including those in negotiation and conflict resolution.

**Teamwork:** Ability work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity; ability to demonstrate, develop and maintain effective work relationships

**Technological Awareness:** Fully proficient computer skills and use of relevant software.

#### **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:** [unamida-elf@un.org](mailto:unamida-elf@un.org)

**Deliver by Hand:** UNAMID El Fasher HQ at ARC or Super Camp Security Gate

**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-OCOS-12-027- LiaisonOfficer

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

**POSITION IS OPEN FOR SUDANESE NATIONALS ONLY**