

AFRICAN UNION

الاتحاد الأفريقي



UNAMID



UNITED NATIONS

الأمم المتحدة

African Union – United Nations Hybrid Operation in Darfur

Job Opening

- Post Title:** Assistant Gender Affairs Officer
- Post Level:** NO-A
- Location:** El Geneina
- Job Opening Number:** UNAMID-ELG-JO-16-003 (Re-advertised)
- Job Opening Deadline:** 24 May 2016

Organizational Setting and Reporting

This position is located in El Geneina, UNAMID Gender Affairs Unit. The Assistant Gender Affairs Officer will be reporting to Senior Gender Affairs Officer through Gender Affairs Officer.

Duties and responsibilities:

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

- Assists the Gender Advisory Team with implementing a mission-wide action plan, as appropriate;
- Assist the delivery of appropriate training for different levels of personnel as required;
- Assist with the preparation and submission of timely reporting and documentation on gender, including quarterly reports;
- Support and document the collection of good practices and lessons learned on gender equality;
- Assist the Gender Advisory Team with mainstreaming gender across the Mission
- Assist in the development of talking points, speeches and other written materials on gender
- Performs other duties, as assigned.

Qualifications and Experiences:

Education:

A first-level university degree in sociology, economics, political science, other social science or related field.

Experience:

A minimum of two years of progressively responsible experience in policy development and/or programme implementation related to gender equality, child-rights, or women rights. Prior experience with the United Nations agencies or other international aid agencies is desirable.

Language:

Fluency in written and spoken English and Arabic is required. Knowledge of other local language is an asset.

Competencies:

- **PROFESSIONALISM** - Recognized expert in the field of gender affairs; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of peace operations; ability to provide technical expertise and advice on strategies and approaches to guide gender mainstreaming in post-conflict processes; ability to analyze and evaluate critical matters pertaining to a broad spectrum of gender-related issues.
- **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.
- **Planning & 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.
- **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 group decision, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts responsibility for team shortcomings.

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].)

By Hand: to UNAMID Regional Office in El-Geneina at Super Camp Security Gate.

By Email: unamidjo-elg@un.org

Note: All applicants **must** indicate the JO 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-ELG-JO-16-003– Assistant Gender Affairs Officer**

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

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.

UNAMID does not provide accommodation to locally recruited staff (national Staff), since they are expected to be in commuting distance within the locality of recruitment.

