

African Union - United Nations Mission in Darfur

Post Title:	Associate Political Affairs Officer
Post Level:	NO-B
Location:	El Daein
Job Opening Number:	UNAMID-JO-ELD-18-0004
Opening date:	22 January 2018
Job Opening Deadline:	5 February 2018

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

Organizational Setting and Reporting

This position is located within the Office of the Head of Office, Sector East of the African Union-United Nations Hybrid Operation in Darfur (UNAMID), El Daein. The incumbent will report to the Head of Office through the Political Affairs Officer.

Duties and responsibilities:

Within delegated authority, the Associate Political Affairs Officer will be responsible for the following duties:

- Analyses information contained in communications and publications received from different sources, including the press; maintains up-to-date knowledge of events related to political issues in a specified area or subject matter.
- Assists Senior Officials by drafting briefing notes, background papers and talking points.
- Prepares summaries of articles from a wide variety of courses and draft a variety of correspondence and sections of reports.
- Monitors political, socio-economic, and other political relevant developments in an assigned area.
- Provides input into political, humanitarian and economic efforts and programmes.
- Creates databases that track project progress and provides other information relevant to assigned area.
- Performs other related duties as required.

Competencies:

- **Professionalism:** Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **Planning and Organization:** 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.
- **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 the audience; Demonstrates openness in sharing information and keeping people informed.

Qualifications:

Education: Advanced university degree (Master's Degree or equivalent) in political science, international relations, international laws, public administration or other related. A first level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Experience: At least two years of progressively responsible experience in political science, international relations, law, disarmament, security, development management, conflict resolution or related area.

Language: Fluency in both spoken and written English. Arabic is required.

Important Consideration for Applicants:

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

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 own Birth Certificate, Sudanese Resident Certificate, Academic/University Diploma and previous employment certificates by one of the following methods:

By Hand: Deliver to UNAMID, El Daein, Super Camp Security main gate

By Email: All applicants are strongly encouraged to apply by e-mail: unamidjo-eld@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-JO-ELD-18-0004- Associate Political Affairs Officer, NO-B.**

Please do not submit original certificate(s) with the applications.

In line with the UN policy on gender balance, female candidates are encouraged to apply

POSITIONS OPEN FOR SUDANESE NATIONALS ONLY.