

African Union - United Nations Mission in Darfur

Post Title:	Associate Political Affairs Officer
Post Level:	NO-B
Location:	El Fasher (Sector North)
Job Opening Number:	UNAMID-JO-ELF-18-0006
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 North of the African Union-United Nations Hybrid Operation in Darfur (UNAMID), El Fasher. 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:

- Monitor and analyse political, security, socio-economic and other developments in the Sector from information contained in communications and publications received from different sources, including the press, official communiqués, correspondence and announcements, reports and other official issuances, interview and direct contacts for the attention of the Head of Office; and maintain up-to-date knowledge of events related to political, security, humanitarian and other events in the Sector;
- Liaise with governmental official at all levels, local and native administrations, civil society and other State partners and stakeholders to facilitate meeting and activities of the Head of Office;
- Provide logistical and administrative support, including Arabic-French translation support, for the meetings, visits, events and activities of the Head of Office, including preparation of meetings, programme of events, background documents, travel and other arrangements for participants, and speakers' notes and briefs;
- Assist the Head of Office by drafting briefing notes, background papers and talking points, as well as reports and correspondence, and conducts additional research as needed;

- Prepare summaries of press articles from Arabic and English press, as well as from a wide variety of open and confidential sources;
- Assist the Head of Office in liaising with national and local interlocutors and provide advice and insights on cultural, historical and other issues of relevance to senior managers' decision-making;
- Provide input to Sector activities, including political, humanitarian, social, rule of law, human rights and other substantive and mission support efforts and programmes;
- Create and maintain relevant databases that track progress and provide other information relevant to assigned projects/topics/areas of interest;
- Perform 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.
- **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.

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, human rights, humanitarian affairs, disarmament, security, development management, conflict resolution or related area.

Language: Fluency in both spoken and written English and 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 Fasher, Super Camp Security main gate

By Email: All applicants are strongly encouraged to apply by e-mail: unamidjo-elf@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-ELF-18-0006- 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

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