

African Union - United Nations Mission in Darfur

Post Title:	Associate Humanitarian Liaison Officer
Post Level:	NO-B
Location:	Zalingei
Job Opening Number:	UNAMID-JO-ZAL-18-0001
Opening date:	11 January 2018
Job Opening Deadline:	24 January 2018

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

Organizational Setting and Reporting

This position is located within the Protection of Civilians/Humanitarian Liaison Section of the African Union-United Nations Hybrid Operation in Darfur (UNAMID), Zalingei. The incumbent will report to Humanitarian Liaison Officer.

Duties and responsibilities:

Within delegated authority, the Associate Humanitarian Liaison Officer at this level will be responsible for the following duties:

- In consultation with the Humanitarian Liaison Officer, assists in the design and preparation of protection of civilians planning documents, forms, strategies, interventions and studies;
- Researches, analyzes and presents information gathered from diverse sources on protection of civilians topics/issues;
- Contributes to the preparation of various written documents, e.g. drafts sections of studies, background papers, policy guidelines, concept notes etc.;
- Develops and maintains reference/resource information on protection of civilians issues; responds to various inquiries and information requests internally and externally in coordination with the Humanitarian Liaison Officer;
- Assists in the organization of meetings, seminars, conferences, workshops, etc. with other agencies and partners to facilitate exchanges of professional expertise and views on specific humanitarian-related subjects/issues; serves as reporter to such events;
- Maintains awareness of current protection of civilians and humanitarian affairs and related issues, to include relevant political, policy, gender considerations or other developments in specific subject area, country or region concerned;
- Participates in technical assistance, man-made or natural disaster assessment or other missions;
- Participates in project/programme formulation and mobilization of relevant resources;

- Performs other duties as required.

Competencies:

- **Professionalism:** Demonstrated understanding of a range of protection of civilian and humanitarian liaison issues relating to the Mission's mandate and activities. Ability to provide thorough and accurate reports and for preparing correspondence and other Humanitarian documents. 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, social science, public administration, international studies, economics, engineering, earth sciences or a related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Experience: A minimum of two years of progressively responsible experience in humanitarian affairs, emergency preparedness, crisis/emergency relief management, rehabilitation, development, or other 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, Zalingei, Super Camp Security main gate

By Email: All applicants are strongly encouraged to apply by e-mail: unamidjo-zlg@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-ZAL-18-0001- Associate Humanitarian Liaison 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.