

**African Union - United Nations Mission in Darfur**

<b>Post Title:</b>	<b>Associate Political Affairs Officer (Temporary)</b>
<b>Post Level:</b>	<b>NO-B</b>
<b>Location:</b>	<b>El Fasher</b>
<b>Job Opening Number:</b>	<b>UNAMID-TJO-ELF-18-0057</b>
<b>Opening date:</b>	<b>08 July 2018</b>
<b>Job Opening Deadline:</b>	<b>14 July 2018</b>
<b>Duration:</b>	<b>Up to 31 December 2018 with possibility of extension</b>

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

**Special Notice**

Notes:

- A current staff member who holds a fixed-term appointment may apply for temporary positions no more than one level above his or her current grade.
- While this temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post.

**Organizational Setting and Reporting**

This position is located within the Office of the Joint Special Representative (JSR) of the African Union-United Nations Hybrid Operation in Darfur (UNAMID), El Fasher. The incumbent will report to the Senior 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.
- Serves as the Office's focal point for RBB and Strategic Planning.
- Assists Senior Officials in the planning and coordination of official visits.
- 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.
- **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, 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.**

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**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](mailto: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-TJO-ELF-18-0057- 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.**