



TEMPORARY JOB OPENING ANNOUNCEMENT

D-1	Head of Office
TJO Grade Level	Functional Title
MINUSMA/Office of the SRSG	
Department/Office/Division	
Political, Peace and Security	Political Affairs
Job Network and Job Family (See list on page 3 -4)	
07/08/2015	
Deadline (DD/MM/YYYY)	

Service/Section: <u>Head of Office</u>	Estimated Start Date: <u>15/08/2015</u>
Duty Station: <u>Kidal</u>	Possibility of Extension? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Duration of need: <u>6 months</u>	Open to External Candidates? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

DUTIES AND RESPONSIBILITIES

Within limits of delegated authority, the incumbent will perform the duties of the Head of Office and will be performing the following duties:

Management

- o Lead, direct and coordinate the personnel and activities of all civilian Mission components in the AoR, in line with the mandate and strategic guidance provided by Mission Headquarters, as well as applicable principles, rules and regulations.
- o Ensure the operational functioning of the Field Office, in collaboration with Mission Support;
- o In consultation with substantive components at Mission HQ, direct the activities of the local substantive teams, which may work in the following thematic areas: political affairs, civil affairs, human rights, rule of law, DDR, security sector reform, electoral assistance, and public information.
- o Formulate a comprehensive programme of work for the Field Office, determining priorities and activities that are in accordance with the mandate, Result-Based Budget (RBB), and HoM's strategic guidance and which promote coherence and integration across the substantive units; Monitor and report on performance against targets/indicators, including for mandated reporting to the General Assembly such as the RBB performance report
- o Work in close partnership with the Mission's military and police components to ensure that their activities are aligned with Mission priorities and relevant frameworks and regulations, including vis-à-vis security management.
- o Through delegated authority, act as Area Security Coordinator, responsible for implementing the UN security management framework, designed to ensure the protection of all UN staff and assets.
- o Supervise, mentor, and evaluate staff, participate in the selection of new staff.

Analysis, Advice and Reporting

- o Identify, analyze and monitor local developments and emerging issues with respect to Mission priorities; Assess implications and make recommendations to the Mission leadership and partners on possible strategies, policies and other measures to address issues of concern and to advance mandated objectives and UN principles and values; Monitor, evaluate and report on outcomes.
- o Ensure regular, timely and high quality reporting to the Mission leadership on pertinent developments and issues; Manage the preparation of summary and analytical reports, including situation reports, briefing notes, notes to file and draft code cables;
- o Oversee the preparation of contextual information materials, such as background notes and profiles; Ensure an effective system of information management designed to guarantee accessibility and utility of information.

Planning, Coordination and Facilitation

- o Develop and maintain productive relationships with the authorities, political and community leaders, civil society actors, the UN family and other national and international partners on coordination and policy matters;
- o Develop and lead outreach strategies targeting the local population, in order to cultivate ties, create/expand political space, foster

dialogue and develop an understanding of local perceptions and views on relevant issues, challenges and possible solutions thereto; Ensure that perceptions are factored into the Mission's own activities and contribution to policy-making and planning processes.

- o Consult and collaborate with institutional partners to increase understanding of issues and develop strategies and plans of action to address challenges, in pursuit of shared objectives; Monitor, evaluate and report on implementation;
- o In particular, promote coherence in the activities of the members of the United Nations Country Team (UNCT), seeking to ensure synergies that are aligned with the Government's national plans and priorities; Support the development and implementation of UN common planning and programming processes, including through the provision of substantive and practical assistance to related activities.
- o Provide good offices on behalf of the SRSG, as appropriate.
- o Oversee the development of quick impact projects and their implementation.
- o Support and/or facilitate visits to the AoR by Mission delegations and/or other partners and stakeholders.

COMPETENCIES

Professionalism - Knowledge of the work of intergovernmental bodies, the work of the United Nations and its related bodies concerned with political, economic, social and related matters. Ability to evaluate international political situations in area of assignment. Ability to manage and coordinate many different levels and participants in operations in both the field and UN common system. 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.

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 and 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

For Managerial Positions:

Leadership – Serves as a role model that other people want to follow: empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvements; does not accept the status quo; shows the courage to take unpopular stands. Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing.

Judgment/Decision-making – Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the Organization; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.

QUALIFICATIONS

Experience: A minimum of fifteen years of progressively responsible experience in political, civil or humanitarian affairs, human rights, programme management, or a related field is required. A proven track record of leadership in multi-cultural settings, including management and coordination of multi-disciplinary teams, is required. Experience working in a United Nations common system field operation (inclusive of peacekeeping, political missions and UN agencies, funds, and programmes) -or similar international organization or non-governmental organization- in a conflict or post-conflict setting is required. Extensive experience in outreach, facilitation, analysis, advice and reporting is required. A minimum of two years of experience working in a UN Peacekeeping Operation or Special Political Mission is desirable. Experience working in two or more different substantive areas covered by UN field operations is desirable. Previous experience as Head of a Field Office is desirable.

Education: Advanced university degree (Master's degree or equivalent) in political science, international relations, social science, economics, law, public administration, or a related field. A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree

Languages: English and French are the working languages of the United Nations Secretariat. For these positions, fluency in oral and written English and French is required.

Other Skills:

ADDITIONAL COMMENTS

DOCUMENTS REQUIRED:

- Cover Letter**
- Personal History Profile (visit <https://inspira.un.org> to generate a PHP)**
- Proof of required academic credentials**
- Employment verification letter from most recent employer**
- Last two completed Performance Appraisal**
- Other: Please state the reference of the TJO on the subject line of your application**

ALL SUBMISSIONS TO BE SENT TO:

Contact Name: Sokona Cisse Email Address: cisse23@un.org

Copy (cc): Attijani Bishara Email Address: bisharaa@un.org

Please choose from the list of Job Networks the appropriate Job Family:

<u>ECONOMIC AND SOCIAL DEVELOPMENT</u> Economic Affairs Environment Affairs Population Affairs Statistics Social Sciences Public Administration Programme Management Science and Technology Drug Control and Crime Prevention	<u>LEGAL</u> Jurists Legal Affairs Ombudsman
<u>MANAGEMENT AND OPERATIONS SUPPORT</u> Administration Audit Finance Procurement Human Resources Medical Production, Service & Transport Investment Management Management & Programme Analysis Ethics Engineering Pension Management Logistics	<u>PUBLIC INFORMATION AND EXTERNAL RELATIONS</u> Public Information Protocol

<u>POLITICAL, PEACE AND SECURITY</u> Political Affairs Humanitarian Affairs Human Rights Civil Affairs Electoral Affairs Rule of Law	<u>CONFERENCE MANAGEMENT</u> Conference Services Language
<u>INFORMATION SYSTEMS AND COMMUNICATION TECHNOLOGY</u> Information Systems and Technology Information Management	<u>SAFETY AND SECURITY</u> Security Safety

Note:

Subject to the funding source of the position, this temporary job opening may be limited to candidates based in New York.

While this temporary assignment may provide the successful applicant with an ideal 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. An external candidate selected for this position is bound by the prevailing condition on the staff selection system under ST/AI/2010/3 or as amended.

The expression “Internal candidates”, shall mean staff members who have been recruited after a competitive examination under staff rule 4.16 or after the advice of a central review body under staff rule 4.15.

Please note that external candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the post. Applicants may be required to certify that they were not involved, by act or omission, in the violation of international human rights or humanitarian law.

For information on the provisions for special post allowance, please refer to ST/AI/1999/17. Successful candidates granted a temporary appointment are not eligible to be considered for a special post allowance.

In its resolution 66/234, the General Assembly “stressed that the Secretary-General should not recur to the practice of temporarily filling posts in the Professional and higher categories with General Service staff members who have not passed the General Service to Professional category examination other than on an exceptional basis, and requests the Secretary-General to ensure that temporary occupation of such posts by the General Service staff shall not exceed a period of one year, effective 1 January 2013...” Consequently, candidates in the General Service or related categories for temporary job openings in the Professional category that have not passed the competitive examination may be selected only on an exceptional basis endorsed by the Office of Human Resources Management where no other suitable candidate could be identified.

For more details on the administration of temporary appointments please refer to ST/AI/2010/4/Rev.1