

Applicants are sought to fill a temporary vacancy at the P-3 level, in the Office of the Chief of Staff, Office of the Under-Secretary-General, Department of Peacekeeping Operations (DPKO), for an initial period of six months. Staff members who would like to indicate their interest should do so by email to

Mr. Yuanhu Yuin, at yuin@un.org , with a copy to dpko-tvas@un.org . Applications must be received no later than **Thursday, 25 March 2010 COB .**

Applicants are requested to attach their CV (or P.11/PHP) as well as two reference letters or the latest two PAS/PER/FOPA reports.

Please indicate [Ref. No.TVA/2010/45355-ASSGN](#) in the subject heading of your e-mail.

Political Affairs Officer, P-3, DPKO/OUSG/OCOS

Responsibilities

The incumbent assists the Chief of Staff in his/her managerial, policy and political functions in support of the Under-Secretary-General (USG) for Peacekeeping Operations (DPKO) and the USG for Field Support (DFS) in the following areas:

MANAGEMENT: Preparation/coordination of preparations for inter and intra-departmental meetings on cross-cutting issues, including the weekly Special Assistants/Chief of Staff Group meetings under the chair of the Special Assistant to the USG/DPKO, issues meetings, Town Hall meetings, and back-up functions for the Directors' Meeting. Follow up on decisions taken therein. As appropriate, preparation/coordination of correspondence/communications addressed to the USG/DPKO and the USG/DFS from within the Department, other offices/departments within the UN system, Member States, non-governmental organizations and other bodies. Oversee the distribution of documents within the Departments, and the review of all correspondence and documents submitted for the signature of the USG/DPKO and the USG/DFS, for coordination, editorial style and content. Support the Chief of Staff on management issues, in consultation with the Executive Office. In consultation with the Senior Leadership Appointments Section, support the Chief of Staff in the review and submission of correspondence related to senior appointments. Coordinate and consolidate information related to the travel and leave plans of senior management in DPKO and DFS .

LIAISON: Coordination within the Departments, with other parts of the UN system and Permanent Missions on political, policy, operational issues and specific projects relating to peacekeeping issues.

POLICY: Contribution to/coordination of departmental policy, standard operating procedure and other guidance on cross-cutting issues, as well as related documents developed within the UN system to which DPKO and DFS provide input, following up on their implementation, as required.

POLITICAL: Preparation of supporting documents for the Chief of Staff and USGs' participation in meetings of intergovernmental bodies. Prepare substantive aspects of the Chief of Staff's travel; accompany the Chief of Staff as required. Contribution of substantive inputs for briefing notes/talking points/background materials for the Secretary-General, Deputy Secretary-General, and the USGs, as required. Attend and prepare reports on the

Chief of Staff's meetings, and assist with follow-up action, as required. Monitor developments in the Departments' areas of operation, including through incoming and outgoing cables, correspondence, reports, media and other documents, bringing issues of importance to the attention of the Chief of Staff.

COMMUNICATIONS AND REPRESENTATION: Preparation/editing of statements, speeches, correspondence for the Chief of Staff. Represent the Department at inter-departmental meetings, working groups, conferences, and other activities, as required, delivering substantive briefings on DPKO and DFS areas of work and activity. Coordinate the submission of reports of the Secretary-General to the General Assembly.

Competencies

Professionalism: Demonstrates knowledge of political, operational and managerial dimensions of UN peacekeeping as well as UN administrative and managerial policies, practices and procedures; remains calm in stressful situations; and, is conscientious and efficient in meeting commitments, observing deadlines and achieving results. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

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.

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.

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.

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

Education: Advanced university degree (Masters or equivalent), preferably in political science, international relations, law, public administration, management or related fields. First level university degree with a combination of relevant academic qualifications and experience in international affairs may be accepted in lieu of the advanced university degree.

Work Experience: At least five years of progressively responsible experience in international affairs, including at least one year of experience in a peacekeeping operation. Experience in management or administration is desirable.

Languages: English and French are the working languages of the United Nations Secretariat. For this post, fluency in written and oral English is required. Strong written and oral French is highly desirable.

Other skills: Fully proficient computer skills required.