



JOB OPENING

Functional Title & Level:	Associate Information Analyst (NO-B), Political Affairs
Org. Unit	Joint Mission Analysis Center (JMAC)
Duty Station:	Port-au-Prince
Posting Period:	10-24 April 2018
Job Opening Number:	MINUJUSTH-NJO-2018-007

Special Notice

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply. Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

All interested candidates should submit ONLY their Personal History Profile (PHP) via email at minujsth-recruitment@un.org. Blank PHP and supplementary sheets are available at the MINUJUSTH Bulletin Board and at the MINUJUSTH website <https://minujsth.unmissions.org/offres-demploi>.

Important: Functional title and job opening number MUST be indicated in the subject of your e-mail application in order to be considered for review.

Organizational Setting and Reporting

These positions are located in United Nations Mission for Justice Support in Haiti, (MINUJUSTH). The United Nations' Security Council adopted resolution 2350 (2017) deciding the creation of MINUJUSTH which is mandated to assist the Government of Haiti to strengthen rule of law institutions in Haiti; further support and develop the Haitian National Police; and engage in human rights monitoring, reporting, and analysis among others.

The Associate Information Analyst typically reports to Senior Information Analyst or Chief of Unit, JMAC.

Responsibilities

Within delegated authority, the Information Analyst, Political Affairs will be responsible for the following duties:

1. Information collection

- Assist JMAC leadership in gathering information in support of the Mission Leadership Team (MLT), as required;
- Help identify areas for potential research and analysis. Collate, evaluate and provide short- or long-term analysis on developments/events affecting the implementation of Mission mandate, using sources such as Mission components (civilian, police, military), national military/civilian actors, NGOs, media and other key stakeholders;
- Gather and analyze information on local conflicts, land issues, local political developments, security environment, military developments, presence of foreign armed groups, cross-border illegal activities affecting the peace process;
- Gather in-depth specific information for JMAC on who-is-who of political, military, religious and civil society leaders in provinces and districts and input such information into the JMAC database;
- In coordination with information management and information technology specialists, maintain a system for classifying and storing confidential information;
- Interact constantly with key players on the local military and political environment;
- Participate in fact-finding and other missions to the field;
- Foster effective working relationships with other Mission components, the United Nations Country Team (UNCT) and relevant external actors and organizations;

2. Reporting

- Keep abreast with and report on broader political and other developments relevant to the Mission;
- Contribute to situational awareness by producing timely accurate and analytical reports and briefings that inform JMAC leadership;
- Maintain an understanding of the political, security, humanitarian, and human rights situation in the Mission area and region; follow unfolding events; conduct trend analysis and mid- to long-term predictive analysis; work with colleagues to gather and verify information; and be able to select, confirm, and deliver the relevant information, with the appropriate political context, in a concise manner (written or oral);
- Present feasible solutions to prevent or manage the threats;

3. Performs other duties, as assigned.

Competencies

- **Professionalism:** Ability to identify and analyze political, ethnic, racial, religious and social and economic problems that cause civil unrest in a country or geographic area. 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.
- **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 others informed.

- **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.

Education

Advanced university degree (Master's degree or equivalent) in International Relations or a related subject is required. A first-level university degree in combination with other relevant academic qualifications and/or experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of two years of progressively responsible experience in political affairs, civil affairs, humanitarian affairs, human rights, public information/journalism, military, police, security, crisis operations and management, or related field is required. Professional experience preparing summary and analytical reports on political and/or security issues is required. Knowledge of the security and political environment of Haiti is required. Experience in fostering effective working relationships with government institutions, private sector and civil society organizations is required. Crosscutting, diverse experience in the above-mentioned fields is desirable. Experience working on conflict-related issues is desirable. Experience working in a conflict or post-conflict situation is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the position(s) advertised, fluency in oral and written French or English, with a good working knowledge of the other, is required. Fluency in oral and written Creole is also required.

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity, including but not limited to,

respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to, whether they have committed or are alleged to have committed criminal offences or violations of international human rights law and international humanitarian law.

The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment. The screening and evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications, including but not limited to, their education, work experience, and language skills. Applicants are solely responsible for providing complete and accurate information at the time of application: no amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.