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## JOB OPENING

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Functional Title & Level:	Associate Political Affairs Officer (NO-B)
Org. Unit	DSRSG (RC, HC, RR), Mobile Teams
Duty Station:	Port-au-Prince
Posting Period:	18 June – 2 July 2018
Job Opening Number:	MINUJUSTH-NJO-2018-012

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### 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](mailto:minujsth-recruitment@un.org). Blank PHP and supplementary sheets are available 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 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 Political Affairs Officer (NO-B)** typically reports to a Political Affairs Officer or Chief of Unit, Mobile Teams, DSRSG (RC/HC/RR).

### Responsibilities

- Analyses information contained in communications and publications received from different sources, including the press; maintains up-to-date knowledge of events related to political and rule of law issues in a specified area or subject matter and identifies areas of concern to support the decision-making, early warning,

policy development and planning for an integrated United Nations within the Mission.

- Travels weekly or biweekly to different departments countrywide including remote areas and liaises with authorities and different segments of civil society.
- Keeps abreast of latest trends and developments in the area of assignment, including through direct and regular contact with local stakeholders, and provides inputs on issues to senior officials and colleagues in the field mission.
- Prepares summaries of articles from a wide variety of sources and draft a variety of correspondence, and sections of reports.
- Monitors political, socio-economic, rule of law and other politically relevant developments in an assigned area.
- Provides input into political, rule of law, humanitarian and economic efforts and programmes.
- Creates databases that track project progress and provides other information relevant to assigned area.
- Performs other related duties as required.

## Competencies

- **Professionalism:** Ability to identify and analyze political, ethnic, racial, social, rule of law 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 other 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.

## Education

Advanced university degree (Master's degree or equivalent) in political science, international relations, international economics, law, public administration or other related is field required. A first level university degree with a combination of two

additional years of qualifying experience may be accepted in lieu of the advanced university degree.

### **Work Experience**

A minimum of two (02) years of progressively responsible experience in political science, international relations, law, disarmament, security, development management, conflict resolution or related area is required. Previous experience in rule of law, corrections or human rights is highly desirable.

### **Languages**

English and French are the working languages of the United Nations. For the post advertised, fluency in English or French, both oral and written, is required. Knowledge of other United Nations official languages is desirable.

### **Assessment**

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