



JOB OPENING

Functional Title & Level:	Associate Disarmament, Demobilization, and Reintegration Officer (NO-B)
Org. Unit:	DSRSG (RC/HC/RR), Community Violence Reduction
Duty Station:	Port-au-Prince
Posting Period:	15 – 30 May 2018
Job Opening Number:	MINUJUSTH-NJO-2018-010

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 to be considered for review.

Organizational Setting and Reporting

The position of **Associate Disarmament, Demobilization, and Reintegration Officer (NO-B)** is located in the United Nations Mission for Justice Support in Haiti (MINUJUSTH). The United Nations Security Council adopted resolutions 2350 (2017) on the establishment of MINUJUSTH, and 2410 (2018) on the extension of the Mission's mandate to 16 April 2019. The Mission's mandate is to support 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 Disarmament, Demobilisation, and Reintegration Officer (NO-B)** typically reports to the Chief of Section, Chief of Unit, or his/her deputy, though this may vary depending on the mission structure and location of this position.

Responsibilities

Within limited delegated authorities, the incumbent of the post will be perform the following functions:

- Contributes in the development, implementation and evaluation of Community Violence Reduction (CVR) activities, in accordance with system-wide principles and guidance, within the Mission mandate.
- Carries out basic research and analysis on selected aspects of the CVR programme, including operations and other related subjects and activities, e.g. reviews relevant documents and reports; collects, analyzes and presents statistical data and other information gathered from diverse sources; identifies problems and issues to be addressed and recommends corrective actions; liaises with relevant parties; identifies and tracks follow-up actions.
- Contributes to the monitoring of CVR activities, undertakes periodic reviews of CVR operations to assess effectiveness and efficiency, achievement of results and procedural compliance.
- Maintains awareness of current CVR issues, including relevant political, policy and gender considerations; monitors and assesses the political situation in assigned area of responsibility as required.
- Participates in discussions with the Mission's components, as well as with international and national partners on CVR activities.
- Contributes to the preparation of various written outputs, e.g. draft background papers, analytical notes, sections of reports and studies, manuals on standards and procedures, inputs to publications, etc.
- Provides administrative and substantive support to consultative and other meetings, conferences, including the preparation of background documents and presentations, handling logistics, etc.
- Undertakes outreach activities; participates in the development and delivery of training workshops, seminars, and induction courses on assigned topics/activities.
- Organizes field visits for high-level UN officials; participates in field visits to review implementation of various CVR programmes/activities, including provision of substantive and administrative support.
- Performs other related duties as required.

Competencies

- **Professionalism:** Ability to identify and analyze political, ethnic, racial, 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 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) preferably in business administration, management, economics or related field is required. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of two years of progressively responsible experience in international affairs such as peacekeeping, peacebuilding or development programmes, preferably, with specific focus on conflict/post-conflict and economic recovery issues or related areas. Previous experience working with vulnerable groups in the areas of peacekeeping, peacebuilding, development, small arms, CVR or DDR is an advantage.

Languages

English and French are the working languages of the United Nations. For the post advertised, fluency in oral and written English and French is required.

Assessment

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