



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:	22 – 28 November 2018
Job Opening Number:	MINUJUSTH-TJO-2018-002

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 their Personal History Profile (PHP) and copies of their educational diploma/certificates and employment records ONLY via email at minujsth-recruitment@un.org. Blank PHP and supplementary sheets are available at the MINUJUSTH Bulletin Board and at the MINUJUSTH website web <https://minujsth.unmissions.org/offresdemploi>.

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

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 Disarmament, Demobilisation, and Reintegration Officer (NO-B)** typically reports to a Senior Political Affairs Officer or Chief of Unit, Community Violence Reduction, DSRSG (RC/HC/RR).

Responsibilities

Within delegated authority, and under the direct supervision of the Coordination Officer, the Associate Coordination Officer will carry out the following duties:

- Contributes in the development, implementation and evaluation of DDR activities in assigned region in accordance with system-wide principles and guidance, and the mandate of the Mission in particular.
- Carries out basic research and analysis on selected aspects of the DDR 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 DDR activities, undertakes periodic reviews of DDR operations to assess effectiveness and efficiency, achievement of results and procedural compliance.
- Maintains awareness of current DDR 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 civilian, military and other components, as well as with international and national partners on DDR 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 DDR programmes/activities, including provision of substantive and administrative support.
- Evaluates the financial capacity of Implementing Partners (IP) and conduct financial analysis and assessment on project proposals in preparation for submission to the Mission Project Review Committee (MPRC).
- Trains the relevant IP personnel on financial procedures and reporting requirements and collaborates closely with them to ensure compliance during implementation.
- Reviews financial reports on project implementation and processes/prepares requests for payments to Finance Unit; maintains up-to-date financial data on

project implementation to meet the reporting requirements of Mission's management and other stakeholders as and when they arise.

- Performs other related duties as required.

Competencies

- **Professionalism:** 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

A first-level university degree in political science, international relations, international economics, law, public administration, or related field is required.

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 in Monitoring and Evaluation and/or working on financial and budget administration 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, both oral and written, is required.

Assessment

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