
JOB POSTING DETAILS

Posting Title:	Associate Protocol Officer, NO-B
Job Code Title:	Associate Protocol Officer
Opening Number:	UNMHA-2023-NJO-015
Department/Office:	United Nations Mission to Support the Hudaydah Agreement - UNMHA
Location:	Hudaydah, Yemen
Type of Contract:	Fixed-Term Appointment
Duration of Contract:	One year
Posting period:	8 August – 22 August 2023

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Special Notice:

To apply for UNMHA Job Openings, you will be required to initiate an account in Inspira and create an offline application. Please send us a copy of the admin profile as PDF to UNMHA recruitment via following email: unmha-recruitment@un.org. Any other application will not be accepted and will disqualify you from the recruitment process. Female candidates are highly encouraged to apply.

This position is being advertised for advance planning purposes pending formal approval of the relevant funding and staffing structures for a duration of one year. An appointment may be terminated, or post level adjusted in accordance with the Staff Rules for such reasons as abolition of post or reduction of staff or budget approvals, for example in the event that the funding for the post is not approved or the mandate of the mission is not extended.

Org. Setting and Reporting:

The position is located in the Office of Chief of Staff of the United Nations Mission in Support of the Hudaydah Agreement (UNMHA). The incumbent will be based in Hudaydah, Yemen and will report to the Chief of Staff.

Responsibilities:

Within delegated authority, the Associate Protocol Officer NO-B will carry out the following duties:

- Assists in arranging all meetings between the Mission officials and the local authorities;

- Facilitates and coordinates with the Chief of Staff regarding all the mission's administrative matters as they relate to host country obligations under the agreement with the United Nations;
- Works in collaboration with other team members in term of liaison between the Front Office and the host government counterpart; diplomatic community regarding appointments and meetings;
- Maintains communication with the State Protocol during official events and ceremonies attended by the HoMor/and the DHoM;
- Helps in the organization of the HoM's, DHoM's and other mission Senior staff members' trips with regards to all protocol arrangements arrangement, immigration formalities, and visa requirements;
- Identifies and visits in advance venues of activities, meetings, locations to be visited and making appropriate advance arrangements;
- Takes active action to make seat arrangements for ceremonies/meetings/conferences hosted by the HoM or/and DHoM as required;
- Maintains and provides to those concerned an up-to-date mailing list and contact information pertaining to local authorities and the Diplomatic Missions accredited to the host Country (Principal and Deputies); regional organizations, NGOs as well as UN agencies, Programmes and Funds;
- Cooperates with Administration, in particular with Mission Support Sections;
- Familiarizes staff members with local laws when interacting with local authorities;
- Helps the mission in educating initiatives regarding local customs, values, and traffic rules; • Drafts NVs and letters to the diplomatic community and government officials to be cleared by the Chief of Staff;
- Works in collaboration with Mission Support in order to obtain flight clearances from the government;
- Collaborates with the Chief of Staff in order to draft mission documents;
- Coordinates with the local authorities, in case of medical emergency, and provides assistance to the Medical Unit as required;
- Performs other duties as assigned.

Core Competencies:

Professionalism: Knowledge of protocol in a governmental or international organization including experience of working with the Host Government. Knowledge of accepted norms, rules and customs of international diplomatic protocol, including practices developed within the United Nations System or similar international organization. Knowledge of administrative procedures and practices of international organization such as the United Nations. Familiarity with 'United Nations Flag Code and Regulations', 'United Nations Order of Precedence' and 'General Information for the Permanent Missions to the United Nations'. Ability to apply various administrative rules and regulations in work situations. Conceptual, analytical and evaluative skills to conduct independent research and analysis. Ability to identify issues, formulate opinions, make conclusions and recommendations. Ability to work under pressure. 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 including by drafting a variety of analytical reports in a clear and concise style; 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.

Client Orientation: Considers all those to whom services are provided to be "clients " and seeks to see things from clients' point of view; Establishes and maintains productive partnerships with clients by gaining their trust and respect; Identifies clients' needs and matches them to appropriate solutions; Monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; Keeps clients informed of progress or setbacks in projects; Meets timeline for delivery of products or services to client.

Education:

Advanced university degree (Master's degree or equivalent) in Law, Political Sciences, Public Relations, or other related fields. 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 progressively responsible experience in a similar or related position. Experience in the diplomatic community is desirable.

Languages:

English and French are the working languages of the United Nations Secretariat. For this post, fluency in English and Arabic, (both oral and written) is required; knowledge of an additional working language of the UN is desirable.

Assessment:

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