
JOB POSTING DETAILS

Posting Title:	Associate Coordination Officer, NO-B
Job Code Title:	Associate Coordination Officer
Opening Number:	OSESGY-2023-TJO-006
Department/Office:	Office of the Special Envoy of the Secretary-General for Yemen
Location:	Aden
Type of Contract:	Temporary Appointment
Duration of Contract:	through 31 Dec 2023
Posting period:	26 June – 3 July 2023

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

Special Notice:

The Office of the Special Envoy of the Secretary General for Yemen invites all interested and qualified candidates to apply for the announced position. All interested candidates should submit their applications (Personal History Profile – P11) to the Recruitment Unit via email OSESGYrecruitment@un.org.

Important Notice: Applicants are required to submit only the P-11 form at this time since OSESGY is not able to consider a Curriculum Vitae or Resume. Therefore, only applications made via the UN P-11 form will be considered. Additionally, please do not submit any supporting documents such as diplomas / educational certificates. These documents will be requested only from those candidates who have successfully passed the assessment / interview process.

Org. Setting and Reporting:

This position is located in the Security Sector Section of the Office of the Special Envoy of the Secretary-General for Yemen (OSESG Yemen). The Associate Coordination Officer will be

located in Aden and will report to the Senior Security Sector Reform Officer (P-5) based in Amman.

Responsibilities:

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

- Supports the military / security track of the mediation process through promoting dialogue, analyzing the security situation, and engaging in activities to support transitional security arrangements, such as ceasefire management, policing, and accountability mechanisms.
- Supports engagement and advocacy with national stakeholders to promote the peace process and programming for security sector reform;
- Liaises with UN agencies, relevant governmental departments, international donor community and civil society; facilitates coordination meetings and relevant forums that would enhance the peace process.
- Monitors, analyses and reports on trends on operational developments and transitional security arrangements,
- Maintains database of relevant contacts and figures related to the Yemeni security sector;
- Contributes to the preparation of written reports, briefings, studies, documents and communications, on issues related to the Yemeni security sector;
- Other related tasks 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 people informed.

Planning and Organizing: Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments and 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. 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 (2) years of progressively responsible experience in coordinating development activities in national governments is required. Established relationships and networks with Yemeni military, political and civil society stakeholders, particularly Aden authorities, is required. Work experience in an NGO is highly desirable. Experience in facilitating dialogue and consultations is highly desirable.

Languages:

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English and Arabic (both oral and written) is required.

Assessment Method:

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

United Nations Considerations:

The United Nations shall place 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. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

No Fee:

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.