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## JOB POSTING DETAILS

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<b>Posting Title:</b>	<b>Associate Political Affairs Officer, NO-B</b>
<b>Job Code Title:</b>	<b>Associate Political Affairs Officer</b>
<b>Opening Number:</b>	<b>UNMHA-2022-TJO-011</b>
<b>Department/Office:</b>	<b>UNMHA</b>
<b>Location:</b>	<b>Multiple duty stations (Sana'a- Aden)</b>
<b>Type of Contract:</b>	<b>Temporary Appointment</b>
<b>Duration of Contract:</b>	<b>one year</b>
<b>Posting period:</b>	<b>24 August – 7 September 2022</b>

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

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### **Special Notice:**

This position is being advertised for advance planning purposes pending formal approval of the relevant funding and staffing structures for a duration of six months. 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.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position

### **Org. Setting and Reporting:**

The position is located in the Office of Deputy Head of Mission and Coordination of the United Nations Mission in Support of the Hudaydah Agreement (UNMHA). The incumbent will be based in Sana'a or Aden (base on candidate's present location), Yemen and will report to the Political Affairs Officer.

### **Responsibilities:**

Within the limits of delegated authority, the Associate Political Affairs Officer will be responsible for performing the following duties:

- Analyses information contained in communications and publications received from different sources, including the press; maintains up-to-date knowledge of events related to political 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 UN within the Mission;
- Keeps abreast of latest trends and developments in the area of assignment 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 drafts a variety of correspondence and sections of reports;
- Monitors political, peace, socioeconomic, and other security relevant developments related to the mission mandate in an assigned area;
- Supports the preparation of official meetings, events, and field visits.
- Provides input into political, humanitarian and economic efforts and programmes;
- Creates databases that tracks project progress and provides other information to assigned area;
- Develops and maintains professional relationships, which support and facilitate the work of the Political Affairs Officer and senior Mission Leadership, including with representatives of national authorities, civil society organisations and other relevant actors, including think tanks and academics.
- Performs other duties as required.

### **Core Competencies:**

**Professionalism:** Has ability to identify and analyze the underlying causes of instability (e.g. political, ethnic, sectarian, social, economic) and to provide strategic advice and recommendations to senior officials; Demonstrates sound knowledge of the UN system and understands the roles of substantive components within the Mission; 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 the audience; Demonstrates openness in sharing information and keeping people informed.

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others' ideas and expertise; Is willing to learn from others; Places team agenda before personal agenda; Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**Education:**

An advanced university degree (Master's degree or equivalent) in Political Science, Management or Development, or a related field is 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. Professional training in the areas of planning, monitoring and evaluation, facilitation and/or coordination is an asset.

**Work Experience:**

A minimum of two (2) years of progressively responsible experience in political science, international relations, law, disarmament, security, development management, conflict resolution or related area is required.

**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:**

Evaluation of qualified candidates may include an assessment exercise which may be followed by an informal 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.