
JOB POSTING DETAILS

Posting Title: **Associate Civil Affairs Officer, NO-B**

Job Code Title: **Associate Civil Affairs Officer**

Opening Number: **UNMHA-2022-TJO-014**

Department/Office: **UNMHA**

Location: **Multiple locations (Hudaydah\ Aden)**

Type of Contract: **Temporary Appointment**

Duration of Contract: **six months**

Posting period: **25 October – 1 November 2022**

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

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 Hudaydah or Aden, Yemen (based on candidate's present location) and will report to the Civil Affairs Officer\ Political Affairs Officer in that location.

Responsibilities:

Within the limits of delegated authority, the Associate Civil Affairs Officer is responsible for the following duties:

- Establishes and maintains contact with relevant interlocutors at the local level as directed, including representatives of local authorities, as well as civil society actors, community representatives, traditional and religious leaders and representatives of local interest groups, including in the private sector.

- Coordinates activities and initiatives (across disciplines and components) with other team members to achieve consistency and synergy in mandate implementation.
- Collects information at the local level to feed into conflict analysis that underpins operational planning and informs the mission's strategy development. Information is gathered on a broad range of topics relevant to civil affairs work and can support the assessment of specific sectors with a view to identifying needs and priorities of local communities and state institutions. Assists in identifying the concerns and perceptions of the local population.
- Contributes to overall mission monitoring and planning as required.
- Assists in organizing outreach activities to promote good relations and understanding between Mission's actors and the population, and ensures accurate information dissemination on Mission's role and mandate.
- Contributes to the identification, design, management and evaluation of Quick Impact Projects (QIPs) for confidence building purposes, in line with the DPKO/DFS Policy Directive on QIPs.
- Works closely with civil society groups or institutions to promote a culture of peace and reconciliation, including through organizing joint initiatives and events.
- Assists in the design and implementation of civic education programmes, at the local level, in coordination with local authorities and/or civil society actors.
- Performs other duties as required, in line with the DPKO/DFS Policy Directive on Civil Affairs.

Core 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.

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.

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) in social sciences, political science, international relations, public administration, anthropology, law, economics or related area.

Work Experience:

A minimum of two years of experience in Civil Affairs or related area in or in support of a field operation of the United Nations Common System or a comparable international organization, National or International NGO, or community-based organizations, research institutions is required.

Experience in conflict management, support to state institutions or programme management would be an asset (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