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## JOB POSTING DETAILS

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Posting Title:	Coordination Officer, NO-C
Job Code Title:	Coordination Officer
Opening Number:	UNMHA-2022-NJO-004
Department/Office:	The United Nations Mission to Support the Hudaydah Agreement
Location:	Riyadh, KSA
Type of Contract:	Fixed-Term Appointment
Duration of Contract:	One year
Posting period:	28 February – 14 March 2022

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

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### Special Notice:

Applicants are required to submit only the P-11 form at this time, so please do not submit any additional documents such as Curriculum Vitae or educational certificates. All interested Candidates should submit their applications (Personal History Profile – P11) to the Recruitment Unit via email [unmha-recruitment@un.org](mailto:unmha-recruitment@un.org)

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:

This UNMHA position is embedded in the Office of United Nations Resident Coordinator (UN RC) in Riyadh. The incumbent will be based in Riyadh, KSA, and report to the P-4 Administrative Officer in the Office of the Chief of Mission Support (OCMS) in Amman, supporting both the United Nations Mission to support the Hudaydah Agreement (UNMHA) and Office of the Special Envoy of the Secretary-General for Yemen (OESGY).

### Responsibilities:

Within delegated authority, and under the direct supervision of the Chief of the Unit, the Coordination Officer will carry out the following duties.

- Assist with liaison with Government entities, mainly Ministry of Foreign Affairs, Joint Forces Command (JFC), Ministry of Interior, Ministry of Defence, Civil Aviation, and other Government counterparts in order to support delivery of UNMHA/OESGY objectives; Support with

coordination in matters related to operations, access, movement, meetings and other operational requirements.

- Keep abreast of the latest political, security and humanitarian developments in Yemen, ensuring that such information is shared with stakeholders, through regular reports/briefings; Maintain close communication with the UN RC on all operational aspects.
- Support and engage in the development and monitoring of the UN's Peace Agenda, identify key issues and challenges that require immediate support and advice, take corrective action as needed and revise the output of subordinate professional staff.
- Assist in processing requests for diplomatic privileges and immunities, and when required the accreditation for non UNMHA/OSESGY staff.
- Coordinate with UN agencies and support the work of the United Nations, in particular as regards to OSESGY/UNMHA operations and engagement with national stakeholders.
- Liaise with OCMS and the UN RC, UN agencies, relevant departments of the Government, international donor community and civil society and facilitate coordination meetings and relevant forums that enhance coordination and resources mobilization
- Monitor, analyze and draft reports on ad-hoc situation, and in the UN's programmatic strategies.
- Draft routine and ad hoc situation reports/briefings, briefing notes and talking points; Coordinate the provision of logistical support for visits with host governments and assist in the preparation of agendas and supporting documentation for meetings with Local Government Officials and other stakeholders.
- Perform any other assigned duties.

### **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.

**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.

**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 is required.

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 five (5) years of progressively responsible experience in coordinating development activities in national governments or related field 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.