

**Job Opening**
Assistant Gender Affairs Officer
UNSMIL-NOA-JO009/2019

Title:	Assistant Gender Affairs Officer
Level/type:	NO-A
Duty Station:	Tripoli, Libya
Section:	Gender Advisory Unit – GAU
Number of Positions	One (1)
Date of Issue:	04 March 2019
Deadline for applications:	18 March 2019

Women candidates are strongly encouraged to apply to the mentioned position

HOW TO APPLY:

STEP 1: INTERESTED APPLICANTS SHOULD SUBMIT THEIR APPLICATION USING THE UNITED NATIONS PERSONAL HISTORY FORM P.11

(P.11 obtainable at the following web site: <https://unsmil.unmissions.org/sites/default/files/p11-form.doc>)

ANY APPLICATIONS RECEIVED IN A FORMAT DIFFERENT TO THE UNITED NATIONS PERSONAL HISTORY FORM (P.11) WILL NOT BE CONSIDERED.

STEP 2: Qualified candidates must submit their application using the P.11 template listed in STEP 1 by e-mail to unsmil-hrstaffing@un.org. The application MUST include only the Job Opening No. in the subject line of their e-mail (e.g. UNSMIL-NOA-JO009/2019)

ORGANIZATIONAL SETTING AND REPORTING:

This post is located within the Gender Advisory Unit in the United Nations Support Mission in Libya (UNSMIL). The post is located in Tripoli, Libya. The incumbent will be under the overall supervision of the Senior Gender Affairs Officer.

UNSMIL's mandate as renewed in SC resolution 2434 of 13 September 2018 includes, as an immediate priority, support to the Libyan political process, as well as the undertaking of: (a) support to key Libyan institutions; (b) support for the provision of essential services and delivery of humanitarian assistance; (c) human rights monitoring and reporting; (d) support for securing uncontrolled arms and related materiel and countering their proliferation; and (e) coordination of international assistance, and provision of advice and assistance to GNA-led efforts to stabilize post-conflict zones.

**JOB DESCRIPTION:**

The Gender Advisory Unit (GAU) of the United Nations Support Mission in Libya, provides assistance to Libyan women and the Government of National Accord (GNA) by way of promoting the implementation of UN Security Council resolution 1325 (2000) on Women, Peace and Security. The work of the Unit is in support of the mission's mandate, which requests UNSMIL "to take fully into account a gender perspective throughout its mandate and to assist the GNA in ensuring the full and effective participation of women in the democratic transition, reconciliation efforts, the security sector and in national institutions in line with resolution 1325 (2000)." (SCR 2376 of 14 Sept 17).

The Gender Advisory Unit is seeking to recruit a National Officer to assist the unit in delivering its mandate.

Within delegated authority, the Assistant Gender Affairs Officer at this level will be responsible for the following tasks:

- Assists the Gender Advisory Team with implementing a mission-wide action plan, as appropriate;
- Assists in the delivery of appropriate training for different levels of personnel where required;
- Assists with the preparation and submission of timely reporting and documentation on gender, including quarterly reports;
- Supports and documents the collection of good practices and lessons learned on gender equality;
- Assists the Gender Advisory Team with mainstreaming gender across the Mission;
- Assists in the development of talking points, speeches and other written materials on gender;
- Performs other duties, as assigned.

COMPETENCIES:

PROFESSIONALISM: Knowledge in writing concise analytical papers to feed into the policy level. Training and facilitation skills on gender related issues including gender analysis, gender planning, and demonstrated expertise in mainstreaming gender at policy level. Strong analytical and communications skills, including demonstrated ability to synthesize complex information and produce high quality reports. 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.

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.

QUALIFICATIONS:

Education: A first-level university degree in sociology, economics, political science, other social science or related field is required.

Work Experience: A minimum of two (2) years of progressively responsible experience in policy development and/or programme implementation related to gender equality, child-rights, or women’s rights is required. Relevant experience working with national/international organizations on gender mainstreaming, analysis, and promoting gender equality is required. Knowledge of UNSCR 1325 on Women, Peace and Security, and the international legal framework related to gender is desirable. Coordination experience with diverse groups is desirable. Relevant experience with United Nations Secretariat or UN Common System Organization (including Agencies, Funds and Programmes) and/or similar international organization is desirable.

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

ASSESSMENT:

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

SPECIAL NOTICE:

Recruitment in the National Professional category shall be made in the country or within commuting distance of each office, irrespective of their nationality and of the length of time they may have been in the country and shall comply with any host country agreement in effect. Applicants who are not nationals from Libya must meet the relevant employment requirements of the host country, including fulfilling visa or work permit stipulations.

An appointment shall not be granted to a person who is the father, mother, son, daughter, brother, sister, step-children or step sibling of a staff member. This restriction applies to relationships within the United Nations Secretariat and not to those with the separately administered Agencies, Funds or Programmes.

**ADDITIONAL INFORMATION:**

The incumbent contributes to recommendations on strategies for gender mainstreaming in the Mission, including proposals for the design of gender-sensitive policies and programmes.

S/he will assist the GAU with implementing a mission-wide action plan by interjecting existing policies and mandates with the promotion of gender equality in all activities in the field mission, and support the delivery of appropriate training for different levels of personnel where required, to facilitate implementation of the plan.

Due to the high volume of applications received, ONLY those applicants who are short-listed will be notified.

Incomplete applications or applications received after the deadline will not be considered.

The necessity for ensuring the highest standards of efficiency, competence and integrity remain the paramount considerations in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.