



Job Opening
Assistant Political Affairs Officer
UNSMIL-NOA-JO013/2019

Title:	Assistant Political Affairs Officer
Level/type:	NO-A / Fixed-Term Appointment
Duty Station:	Tripoli, Libya
Section:	Political Affairs Service (PAS)
Number of Positions:	2
Date of Issue:	14 March 2019
Deadline for applications:	28 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-GS5-JO013/2019)

ORGANIZATIONAL SETTING AND REPORTING:

This post is located within the Political Affairs Service (PAS) of 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 Chief of PAS.

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:**

Within the limit of the delegated authority, the incumbent will be responsible of the following tasks:

- Receives, and summarizes information contained in communication and publications from different sources, including press and social media, particularly in Arabic; maintains up-to-date knowledge of events relating to political issues in a specified area or subject matter.
- Assist senior officers with preparing drafts, briefing notes, correspondence, reports, background papers and talking points.
- Monitors and analyzes political, socio-economic, security, and other political relevant developments in an assigned area.
- Develops and maintains active and constructive working relations and liaison at the appropriate level with UN Common System colleagues and counterparts, Government representatives, civil society actors, military and law enforcement actors, academic and research institutions.
- Supports preparations for official meetings, events and field visits.
- Provides inputs into political, humanitarian, and economic efforts and programmes.
- Performs other related duties 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.

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.

**QUALIFICATIONS:**

Education: A first-level university degree in Political Science, Law, International Relations, Management, or a related field, is required. Professional training in the areas of conflict resolution/facilitation, human rights, security analysis, planning, monitoring and evaluation, and/or coordination is desirable.

Work Experience: At least two years of progressively responsible experience in political science, international relations, law, disarmament, security, development management, conflict resolution or related area is required. Experience of liaison and engagement with political/security/civil society actors in western and/or central Libya is desirable. Experience of undertaking conflict analysis at the local and national levels is desirable. Previous involvement in and/or provision of support to dialogue and/or reconciliation processes in Libya is desirable. Relevant Experience of working in a United Nations common system field operation - or similar international organization or non-governmental organization - is desirable.

Language: 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 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:

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.