



Job Opening
Assistant Political Affairs Officer NO-A
UNSMIL-NOA-TJO002/2022

Title:	Assistant Political Affairs Officer
Level/type:	NOA/Temporary Appointment (6 months)
Duty Station:	Tripoli
Section:	Political Affairs Division
Number of Positions	2
Date of Issue:	14 April 2022
Deadline for applications:	04 May 2022

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-TJO002/2022)

ORGANIZATIONAL SETTING AND REPORTING:

These positions are located within the Political Affairs Division of the United Nations Support Mission in Libya (UNSMIL). The posts are located in Tripoli, Libya. The incumbents will be under the overall supervision of the Political Affairs Officer.

On 31 January 2022, the Security Council, by its resolution 2619 (2022) renewed the mandate of United Nations Support Mission in Libya (UNSMIL) through 30 April 2022, by roll-over of its resolutions 2542 (2020) of 15 September 2020, 2570 (2021) of 16 April 2021 and 2599 (2021) of 30 September 2021. The Security Council, in resolution 2542 (2020), tasked UNSMIL, as an integrated special political mission, in full accordance with the principles of national ownership, to exercise mediation and through its good offices to: (i) further an inclusive political process and security and economic dialogue; (ii) further the continued implementation of the Libya Political Agreement; (iii) help consolidate the governance, security and economic arrangements of the Government of National Accord, including support for economic reform in



collaboration with international financial institutions; (iv) help to achieve a ceasefire and, once it is agreed by the Libyan parties, provide appropriate support to its implementation; (v) support subsequent phases of the Libyan transition process, including the constitutional process and the organisation of elections; (vi) coordinate and engage closely with international actors including neighbouring countries and regional organizations; (vii) provide support to key Libyan institutions; (viii) support, on request, the provision of essential services and delivery of humanitarian assistance, including in response to the COVID-19 pandemic, in accordance with humanitarian principles; (ix) monitor and report abuses and violations of human rights and violations of international humanitarian law, including sexual violence in conflict, notably through the effective deployment of women and child protection advisers; (x) provide support in securing uncontrolled arms and related materiel and countering their proliferation; and (xi) co-ordinate international assistance, and provision of advice and assistance to GNA-led efforts to stabilize post-conflict zones, including those liberated from Da'esh. On 16 April 2021, the Security Council, through resolution 2570 (2021), tasked UNSMIL to provide support to the Libyan-led and Libyan-owned ceasefire monitoring mechanism including through the facilitation of confidence-building measures and the scalable and incremental deployment of UNSMIL ceasefire

JOB DESCRIPTION:

Within delegated authority, the Assistant Political Affairs Officer will be responsible for the following duties:

- Receives and analyzes information contained in communications and publications from different sources, including the press; maintains up-to-date knowledge of events relating to political issues in a specified area or subject matter.
- Assists senior officers with preparing drafts, briefing notes, reports, background papers and talking points.
- Prepares summaries of articles from a wide variety of sources and drafts a variety of correspondence, and sections of reports.
- Monitors political, socio-economic, and other politically 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, academic and research institutions and other relevant stakeholders.
- Supports preparations for official meetings, events and field visits.
- Provides input into political, humanitarian and economic efforts and programmes.
- Creates databases that track project progress and provides other information relevant to assigned area.
- 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.

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.

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.

QUALIFICATIONS:

Education: 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: A minimum of one to 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 eastern 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. 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 Arabic is required. Fluency in English is desirable.

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 Officer 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 for positions of National Professional Officer must be nationals of the country where the position is located.



An appointment shall not be granted to a person who is the father, mother, son, daughter, brother, sister, stepchildren 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 work requires sitting most of the day five days a week during working hours and involves walking to other offices within the compound in order to liaise with other working Units and outside the compound to liaise with other UN Agencies, local authorities as and when required.

Work is carried out in a normal office environment, sharing space with other colleagues and sharing computers, printers, and photocopiers.

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.

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.

Due to the ongoing temporary suspension of hiring for regular positions in the UN Secretariat, this Job Opening is posted to advance the hiring process, but no hiring will be made until after the suspension is lifted.

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.