



**UNITED NATIONS ASSISTANCE MISSION IN SOMALIA  
(UNSON)**

**UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR  
DIVERSITY**

**THIS POSITION IS OPEN TO SOMALI NATIONALS ONLY AND DOES NOT HAVE  
INTERNATIONAL BENEFITS**

**FEMALE CANDIDATES ARE PARTICULARLY ENCOURAGED TO APPLY**

**DEADLINE FOR APPLICATIONS: 11 JANUARY 2018**  
**DATE OF ISSUANCE: 28 DECEMBER 2017**  
**FUNCTIONAL TITLE: POLITICAL AFFAIRS OFFICER**  
**LEVEL: NO-C**  
**SECTION: POLITICAL AFFAIRS AND MEDIATION GROUP (PAMG)**  
**LOCATION: HARGEISA**  
**DURATION OF CONTRACT: TEMPORARY JOB OPENING**  
**VACANCY ANNOUNCEMENT NUMBER: UNSOM/PAMG/2017/052**

### **Special Notice**

This is a temporary job opening open to internal and external applicants. This temporary position is available through 07 October 2018. The recruitment for this position is done on a local basis and is for Somali Nationals only subject to staff rule 4.4 (b). Applicants should have no expectation of extension of a temporary appointment against this job opening. Likewise, applicants should have no expectations of a fixed term appointment against this job opening.

A current staff member who holds a fixed-term, may apply for temporary positions no more than one level above his or her current grade. For full information on eligibility requirements, please refer to section 5 of ST/AI/2010/4Rev.1 on Temporary Appointments and United Nations Staff Rules.

The candidate is responsible for any travel expenses incurred in order to take-up the appointment. All applicants are strongly encouraged to apply on-line as soon as possible after the job opening has been posted and well before the deadline stated in the job opening.

Interested applicants who are working with UN Contractors must fulfil the obligations of their contracts with the UN Contractors in order to be eligible to apply for this vacancy.

### **Organizational Setting and Reporting Relationships:**

This position is located in the United Nations Assistance Mission in Somalia (UNSON) in Hargeisa, Somaliland. The incumbent will report to the Head of Office in Somaliland.

### **Duties and Responsibilities:**

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

- Participates fully in assigned operational activities related to the work of the office or mission, i.e. peacekeeping, disarmament, demobilization and reintegration, conflict prevention and resolution, post-conflict rehabilitation, election administration, political and governance institution-building, civil society support work, etc.; supports an integrated approach that includes a rights-based dimension, conflict prevention sensitivity, and gender perspective into the policy, planning and operational activities of the unit.
- Prepares briefing notes and talking points for the Head of Office and other senior staff of Political Affairs and Mediation Group (PAMG). As requested, provides guidance and advice on assigned issues to the Head of Office concerning assigned areas of work, status of negotiations, and the approach to various issues. Prepares responses to comments, statements, and queries of parties and manages operations involving civilian, military and humanitarian components. Develops and maintains relations with government officials and non-state actors at the working levels and advises them on issues and policies of mutual concern.
- Participates as a member of a team dealing with a variety of political issues in Somaliland and its neighboring regions. Attends meetings to identify the scope of the project, considers methodologies, and participates in developing guidelines, terms of reference and operational plans and time frames for new assignments. Assists in planning, coordinating and supporting

programmes, projects and activities requiring mission and/or interagency involvement and participation. Represents the team at round tables, seminars and conferences.

- Supports his/ her supervisor in the formulation of the work programme, budget and medium – term plans of the Head of Office by participating in meetings, and compiling or researching issues related to the mission.
- Performs other duties as required.

### **Competencies**

- **Professionalism:** Good understating of political, social and economic developments in Somalia and Horn of Africa. Ability to identify and analyse political, ethnic, racial, social and economic problems that cause civil unrest in a country or geographic area. Ability to develop sources for data collection. 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 supervisor as well as the team 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:** Advanced university degree (Master's Degree or equivalent) in Political Science, Management or Development or a related field. A first level university degree with a combination of two additional years of qualifying experience may be accepted in lieu of the advanced university degree. Professional training in the areas of planning, monitoring and evaluation, facilitation and / or coordination is an asset.

**Experience:** A minimum of five (05) years of progressively responsible experience in political science, international relations, law, disarmament, security, development management, conflict resolution or related areas.

**Language:** English and French are the working languages of the United Nations. Fluency in English and Somali (oral and written) is required. Knowledge of the other is desirable.

**Assessment:** Evaluation of qualified candidates for this position may include a substantive assessment which will be followed by a competency-based interview.

### **How to Apply:**

Qualified candidates may submit their applications including their United Nations Personal History form (P.11) to the address mentioned below on or before the deadline. The P.11 is on the <https://unsos.unmissions.org/jobs> Applications submitted after the deadline **11 January 2018** will not be accepted. **Curriculum Vitaes (CVs) will not be accepted.**

**Email: [recruitment-unsoa@un.org](mailto:recruitment-unsoa@un.org)**

**Please quote, Vacancy Announcement Number and Functional Title in the subject of the e-mail.**

**Kindly attach a copy of P11 form, Academic Certificates, Passport and or National Identification Card. These are required as part of your application for consideration of**

**eligibility. Please note Criminal Investigation Department (CID) and National Intelligence and Security Agency (NISA) certificates are required at a later stage of the recruitment process.**

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs.

**THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING).**