



**UNITED NATIONS SUPPORT OFFICE IN SOMALIA
(UNSO)**

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

DEADLINE FOR APPLICATIONS:	18 August 2016
DATE OF ISSUANCE:	12 August 2016
FUNCTIONAL TITLE:	BOARD OF INQUIRY OFFICER
SECTION:	AMISOM
LOCATION:	MOGADISHU, SOMALIA
TYPE OF CONTRACT:	CONSULTANT
DURATION OF CONTRACT	1 – 24 MONTHS
VACANCY ANNOUNCEMENT NUMBER:	UNSO/AMISOM/BOI/009/2016

Special Notice:

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

Organizational Settings and Reporting Relationships:

This position is located in Mogadishu, Somalia. The incumbent will be under the Supervision of AMISOM Senior Legal Officer (SLO).

Responsibilities

Within delegated authority, the Board of Inquiry Officer will be responsible for the following duties:

- Liase with AMISOM Force and Police Headquarters, including with all relevant officers and other relevant officers and parties as required on Board of Inquiry matters to ensure that all material evidence and documentations are available and are in compliance with AU Standard Operation procedures (SOP) and other African Union Rules and Regulations;
- Review supporting documentation attached to Board of inquiry reports to verify accuracy and compliance with the BOI SOP and other African Union rules Regulations;
- Monitor the implementation and progress of each Inquiry. In this regard liaise with AMISOM Force HQ, police HQ the Individual Chairpersons of Mission HQ Boards of Inquiry to ensure that the proper modes of Inquiry and formatting are followed;
- Prepare the final report and summaries of the Board of Inquiry reports for transmission to the Special Representative of the Chairperson of the African Union Commission (SRCC) for Somalia, his concurrence and final transmittal to Headquarters;
- Perform Administrative functions during Disciplinary Board of Inquiries. This includes, but not limited to preparation of witness statements; attendance in Board deliberations; participation in on-site visits; draft of various related memoranda; Draft of BOI reports and subsequent transmittal notes;
- In coordination with the Senior Legal Officer, prepare Convening Orders and Terms of Reference for Mission HQBOIs for approval by SRCC;
- In Coordination with the Senior Legal Officer, review investigation reports to determine if the convening Board of Inquiry is done in compliance with BOI SOP and other AU Rules and regulations:

- Coordinate and review the work of staff involved in routine boards of Inquiry for the verifications and processing claims and the convening of boards, providing guidance, basic interpretations of policies , and training as needed to ensure timely and accurate processing and handling;
- Oversee the whole process of Mission HQ boards from its convening until finalization and sending to AU HQ;
- Maintain and update the Mission BOI database;
- Perform other duties as assigned;

Requirements:

- Ability to master relevant AMISOM BOI procedural regime;
- Knowledge of AMISOM Board of Inquiry procedures; Ability to apply various African Union Administrative rules and regulations in work situations;
- Conceptual analytical skills to conduct independent research and analysis;
- Ability to identify issues;
- formulate opinions, make conclusions and recommendations

Education: An advanced university degree (Master’s degree or equivalent) in Law, International relations, Administration or related field.

A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience: A minimum of five (5) years progressively responsible experience in administrative, Legal, Social Science or related field. Experience working at the African Union is an advantage.

Languages: English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in oral and written English is required. A working knowledge of Arabic and Somalia is desirable.

Assessment: competencies: Professionalism, Problem Solving and Team Work.

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 **18 August 2016** will not be accepted. CVs will not be accepted.

Email: recruitment-unsoa@un.org

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

A copy of P11 to be attached.

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).