



UNITED NATIONS SUPPORT OFFICE IN SOMALIA

(UNSOS)

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY
FEMALE CANDIDATES ARE PARTICULARLY ENCOURAGED TO APPLY

DEADLINE FOR APPLICATIONS:	31 OCTOBER 2018
DATE OF ISSUANCE:	25 OCTOBER 2018
FUNCTIONAL TITLE:	ASSOCIATE LIAISON OFFICER
LEVEL:	NO-B
SECTION:	OFFICE OF DIRECTOR
LOCATION:	MOGADISHU
DURATION OF CONTRACT:	TEMPORARY APPOINTMENT
VACANCY ANNOUNCEMENT NUMBER:	UNSOS/OD/046/2018

Special Notice:

This is a Temporary Job Opening (TJO). A Temporary Appointment against this position will be **through 30 June 2019**. Appointment against this position is on a local basis. The candidate is responsible for any travel expenses incurred to take-up the appointment. All applicants are strongly encouraged to apply on-line as soon as possible 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 to be eligible to apply for this vacancy.

Organizational Setting and Reporting Relationships:

This position is located in the United Nations Support Office in Somalia (UNSOS) within the Office of the Director. The incumbent will be based in Mogadishu and report to the Senior Administrative Officer or his designate.

Responsibilities:

Within delegated authority, the Associate Liaison Officer will be responsible for the following duties:

- Provides protocol services for UNSOS, including liaising with Immigration officials on entry visas, Note Verbales and other immigration-related issues.
- Acts as liaison between Front office of the Director and the diplomatic community as well as representatives from civil society and non-governmental entities.
- Liaises with the Protocol Office within the Ministry of Foreign Affairs on mission events including official meetings, conferences, ceremonies and travel.
- Drafts correspondence such as Note Verbales, letters, and memoranda to the Ministry of Foreign Affairs and the diplomatic corp.
- Identifies venues and provide logistic support for various activities, including meetings and conferences and, receptions for senior officials of UNSOS.
- Maintains and provides up-to-date mailing list and contact information of host-country government officials, diplomatic missions; regional organizations, as well as UN Agencies, Funds and Programmes;
- Collaborates with Human Resources Section, Transport, Aviation and Movement Control Units respectively on protocol and liaison issues;
- Performs other duties as required.

Competencies

Professionalism: Knowledge of political, social and economic environment and their impact on a mission mandate implementation; ability to identify, analyze and resolve sensitive issues; shows pride in work and in achievement; 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 the audience. Demonstrates openness in sharing information and keeping people informed.

Planning & Organizing: Develops clear goals that are consistent with agreed strategies. Identifies priority activities and assignments; 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: Advanced university degree (Master's degree or equivalent) in political science, international relations, international economics, law, public administration or related field is required. A first-level university degree in combination with an additional year of qualifying experience may be accepted in lieu of the advanced university degree.

Experience: A minimum of one year of progressively responsible experience in political science, international development, law, conflict resolution, administration, or related area is required. For applicants with first level of recognized university degree, a minimum of two years of progressively responsible experience in political science, international development, law, conflict resolution, administration, or related area is required. Experience in protocol affairs as well as dealing with high-ranking officials is desirable.

Language: English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English and Somali (both oral and written) is required. Knowledge of other United Nations languages is desirable.

Assessment Method: Evaluation of qualified candidates may include an assessment exercise which may be followed by 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 of **October 31, 2018** 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

Kindly attach a copy of P11, Masters /Degree Certificate, Passport and or National Identification Card. 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).