



**Job Opening for Assistant Political Affairs Officer
UNSMIL-NOA-45/2017 (Open for 15 days)**

Title:	Assistant Political Affairs Officer
Level:	NOA
Duty Station:	Tripoli
Section:	Political Affairs Division
Date of Issue:	09 November 2017
Deadline for applications:	23 November 2017

Women candidates are strongly encouraged to apply to the mentioned position

HOW TO APPLY:	<p>STEP 1: Interested applicants should submit the United Nations Personal History Form (P11 obtainable at the following web site: http://tinyurl.com/unsmil-p11)</p>
	<p>STEP 2: Qualified candidate MUST submit his/her application with all the documents listed in STEP 1 by e-mail to unsmil-hrstaffing@un.org copy to elayashy@un.org and MUST include only the JO No. in the subject line of their e-mail (e.g. UNSMIL-NOA-45/2017)</p>
ORGANIZATION SETTING AND REPORTING:	<p>This position is located within the Political Affairs Division in the United Nations Support Mission in Libya (UNSMIL). The position is based in Tripoli, Libya. The incumbent will be under the overall supervision of the Chief of the Political Affairs Division.</p> <p>UNSMIL's mandate as renewed in SC resolution 2376 (2017) of 14 September 2017 includes, as an immediate priority, support to the Libyan political process, as well as the undertaking of: (a) human rights monitoring and reporting; (b) support to key Libyan institutions; and (c) coordination of international assistance.</p>
JOB DESCRIPTION:	<p>Within delegated authority, the Assistant Political Affairs Officer will carry out the following duties:</p> <ul style="list-style-type: none"> - Receives and analyses 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, background papers and talking points. - Prepares summaries of articles from a 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. - Provides input into political, humanitarian and economic efforts and programmes.



	<ul style="list-style-type: none"> - Creates databases that track project progress and provides other information relevant to assigned area. - Performs other related duties as required.
COMPETENCIES:	<p>Professionalism: Ability to identify and analyze 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.</p>
	<p>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.</p>
	<p>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</p>
QUALIFICATIONS:	<p>Education: A first-level university degree in political science, international relations, international economics, law, public administration or other related area.</p> <p>Experience: A minimum of two years of progressively responsible experience in political science, international relations, law, disarmament, security, development management, conflict resolution or related area. Experience working in a United Nations common system Organization (inclusive of peacekeeping operations, special political missions, agencies, funds and programmes) or other similar international organization is desirable</p> <p>Language: English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in oral and written Arabic is required. Fluency of English is required.</p> <p>Assessment: Evaluation of qualified candidates may include an assessment exercise.</p> <p>Women candidates are strongly encouraged to apply to the mentioned position.</p>



United Nations Support
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بعثة الأمم المتحدة للدعم في ليبيا

SPECIAL NOTICE:	<p>Applicants for this position of National Professional Officer must be nationals of Libya.</p> <p>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.</p>
ADDITIONAL INFORMATION:	<p>Due to the high volume of applications received, ONLY those applicants who are short listed will be notified. <u>Incomplete applications or applications received after the deadline will not be considered.</u></p> <p>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.</p>