

## Political Affairs Officer

<b>Partner</b>	PSP
<b>Job categories</b>	Programme Management
<b>Vacancy code</b>	VA/2022/B5104/24620
<b>Level</b>	ICS-10
<b>Department/office</b>	MR, AMMMCO, Amman
<b>Duty station</b>	Amman, Jordan
<b>Contract type</b>	Fixed Term
<b>Contract level</b>	P3
<b>Duration</b>	One year initially, renewable subject to satisfactory performance and funding availability
<b>Application period</b>	11-Sep-2022 to 02-Oct-2022

Applications to vacancies must be received before midnight Copenhagen time (CET) on the closing date of the announcement.

## Background Information - UNOPS

UNOPS – an operational arm of the United Nations – supports the achievement of the Sustainable Development Goals (SDGs) by successfully implementing its partners' peacebuilding, humanitarian, and development projects around the world. Our mission is to help people build better lives and countries achieve peace and sustainable development.

UNOPS areas of expertise cover infrastructure, procurement, project management, financial management, and human resources.

## Working with us

We are proud of our people. With a wealth of knowledge and skills in various disciplines – engineering, finance, human resources, ICT, leadership, project management, procurement, and more – they help tackle

some of the biggest challenges of our time. Their work around the world supports progress toward the Sustainable Development Goals (SDGs).

At UNOPS, we offer a range of short- and long-term opportunities in various environments and duty stations – from Denmark and Kenya to Mexico, Switzerland, Myanmar, Senegal, Uganda, and many more.

## **Diversity**

With over 5,000 UNOPS personnel and approximately 7,400 personnel recruited on behalf of our partners, spread across 80 countries, our workforce represents a range of nationalities and cultures. We promote a balanced and diverse labor force — a strength that helps us better understand and address our partners' needs. We continually strive to maintain our gender-balanced workplace. We encourage qualified underrepresented groups as per UNOPS Gender, Diversity, and Inclusion Strategy to apply for our vacancies.

## **Work life harmonization**

UNOPS values its people and recognizes the importance of balancing professional and personal demands.

## **Background Information - Job-specific**

This position is located in the Political Affairs Section in the Amman Office of the Office of the Special Envoy of the Secretary-General for Yemen (OESG-Yemen). The Political Affairs Officer will be based in Amman, Jordan and will report to the Principal Political Affairs Officer. It is expected that the incumbent will have expertise in Yemen or Arabian Peninsula socio-economic structures.

## **Functional Responsibilities**

Within the limits of delegated authority, the incumbent is responsible for performing the following duties:

- Participates Provides guidance, support and advice to the Head of Mission and other staff in assigned operational activities related to the work of the Office particularly as regards mediation and conflict prevention and resolution, including incorporating a gender perspective into the policy, planning and operational activities of the section.
- Prepares briefing notes and talking points for the Head of the Mission and other senior staff. Provides guidance and advice on assigned issues to the Head of Mission and other staff as well as makes recommendations especially on Yemen's socio-political structures along with their historical backgrounds, including the tribal system and the development of civil society in Yemen.
- Participates as a team member with other Political Affairs Section colleagues on a variety of political issues. Participates in developing guidelines, terms of reference and operational plans and time frames. 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 through drafting, coordination, guidance and advice in the formulation of the programme of work, operational plans of the section by participating in meetings and compiling or researching issues related to the mission.
- Performs other related duties as required.

## Education/Experience/Language requirements

### 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.

### Work Experience :

- A minimum of five (5) years of progressively responsible experience in political science, international relations, law, disarmament, security, development management, conflict resolution or related area is required.
- Experience in political analysis and reporting as well as political outreach is required.
- Experience in working in a UN Special Political Mission, a UN Peacekeeping Operation or a diplomatic service is desirable.
- Experience in serving in Yemen or the Arabian Peninsula and/or undertaking academic studies on Yemen or the Arabian Peninsula is highly desirable with a focus on socio-political structures.

### Languages :

English and French are the working languages of the United Nations Secretariat. Fluency in English (both oral and written) is required; Fluency in Arabic is highly desirable.

## Competencies



Develops and implements sustainable business strategies, thinks long term and externally in order to positively shape the organization. Anticipates and perceives the impact and implications of future decisions and activities on other parts of the organization.**(for levels IICA-2, IICA-3, LICA Specialist- 10, LICA Specialist-11, NOC, NOD, P3, P4 and above)**



Treats all individuals with respect; responds sensitively to differences and encourages others to do the same. Upholds organizational and ethical norms. Maintains high standards of trustworthiness. Role model for diversity and inclusion.



Acts as a positive role model contributing to the team spirit. Collaborates and supports the development of others. **For people managers only:** Acts as positive leadership role model, motivates, directs and inspires others to succeed, utilizing appropriate leadership styles.



Demonstrates understanding of the impact of own role on all partners and always puts the end beneficiary first. Builds and maintains strong external relationships and is a competent partner for others (if relevant to the role).



Efficiently establishes an appropriate course of action for self and/or others to accomplish a goal. Actions lead to total task accomplishment through concern for quality in all areas. Sees opportunities and takes the initiative to act on them. Understands that responsible use of resources maximizes our impact on our beneficiaries.



Open to change and flexible in a fast paced environment. Effectively adapts own approach to suit changing circumstances or requirements. Reflects on experiences and modifies own behavior. Performance is consistent, even under pressure. Always pursues continuous improvements.



Evaluates data and courses of action to reach logical, pragmatic decisions. Takes an unbiased, rational approach with calculated risks. Applies innovation and creativity to problem-solving.



Expresses ideas or facts in a clear, concise and open manner. Communication indicates a consideration for the feelings and needs of others. Actively listens and proactively shares knowledge. Handles conflict effectively, by overcoming differences of opinion and finding common ground.

## Competencies

### Core 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.

**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.

**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

## Contract type, level and duration

Contract type: Fixed-term staff contract

Contract level: FT/ P3

Contract duration: One year initially, renewable subject to satisfactory performance and funding availability

For more details about United Nations staff contracts, please follow this link:

<https://www.unops.org/english/Opportunities/job-opportunities/what-we-offer/Pages/UN-Staff-Contracts.aspx> (<https://www.unops.org/english/Opportunities/job-opportunities/what-we-offer/Pages/UN-Staff-Contracts.aspx>).

## Additional Considerations

- Please note that the closing date is midnight Copenhagen time.
- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews will be notified.
- **UNOPS embraces diversity and it is committed to the principle of equal employment opportunity for all its employees and encourages qualified candidates to apply irrespective of race, colour, national origin, ethnic or social background, genetic information, gender, gender identity and/or expression, sexual orientation, religion or belief, or disability.**
- **Amman is a family duty station.**
- UNOPS seeks to reasonably accommodate candidates with special needs, upon request.
- Work life harmonization - UNOPS values its people and recognizes the importance of balancing professional and personal demands. We have a progressive policy on work-life harmonization and offer several flexible working options. This policy applies to UNOPS personnel on all contract types
- For staff positions only, UNOPS reserves the right to appoint a candidate at a lower level than the advertised level of the post
- For retainer contracts, you must complete a few Mandatory Courses (around 4 hours) in your own time, before providing services to UNOPS.

- The incumbent is responsible to abide by security policies, administrative instructions, plans and procedures of the UN Security Management System and that of UNOPS.
- All UNOPS personnel are responsible for performing their duties in accordance with the UN Charter, UN Staff Regulations and Rules, UNOPS Policies and Instructions, as well as other relevant accountability frameworks. In addition, all personnel must demonstrate an understanding of the Sustainable Development Goals (SDGs) in a manner consistent with UN core values and the UN Common Agenda.
- It is the policy of UNOPS to conduct background checks on all potential recruits/interns. Recruitment/internship in UNOPS is contingent on the results of such checks.

## DISCLAIMER

The screening of your application will be conducted based on the information in your profile. Before applying, we strongly suggest that you review your [UNOPS Jobs profile](https://jobs.unops.org/pages/User/CreateProfile.aspx) (<https://jobs.unops.org/pages/User/CreateProfile.aspx>) to ensure completeness, especially the education and experience sections.

## RELEVANT STORIES

- "I am very proud to be a member of the UNOPS family. The projects and partners we work with really benefit those who need it most"

### **Vicente Huaquisto**

Driver At Unops In Peru

- "Each place that I work in has so much history and culture to explore and I am lucky enough to enjoy it all, while helping improve the health of local communities"

### **Nang Shri Seng Lao**

Unops Logistics Officer, Myanmar

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