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United Nations



*Job Opening for Position requiring official secondment
from national governments of Member States of the United Nations Organization
Appointments are limited to service on posts financed by
the support account of peacekeeping operations*

Post title and level	Special Assistant (P-3)
Organizational Unit	United Nations Multidimensional Integrated Stabilization Mission in the Central African Republic
Duty Station	Bangui
Reporting to	Police Commissioner
Duration	12 Months (extendible)
Deadline for applications	20 April 2018
Job Opening number	2017-MINUSCA-89811-DPKO

United Nations Core Values: Integrity, Professionalism and Respect for Diversity

RESPONSIBILITIES:

Under the guidance and supervision of the Police Commissioner, the incumbent will be responsible for:

- Drafting of official documents for the Police Commissioner and facilitates the timely submission of the same;
- Receives and reviews documents submitted to the Office of the Police Commissioner and provides advice when necessary;
- Upon the advice of the Police Commissioner, coordinates with local counterparts, other agencies/organizations, and other UN agencies;
- Coordinates with UN Police staff and subordinate unit commanders/team leaders the timely submission of reports and other requirements;
- Prepare daily schedule of activities for the Police Commissioner and facilitate the preparation of required documents and materials relative to the daily activities;
- Coordinate and facilitate the provision of administrative and operational requirements for the Office of the Police Commissioner.
- Uphold strict confidentiality in matters pertaining to information accessed through the performance of his/her duties;
- Performing any other duties as assigned by the Police Commissioner in fulfillment of the mandate.

COMPETENCIES:

Professionalism: Shows pride in work and 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 ensures the equal participation of women and men in all areas of work. Outstanding expert knowledge in the technical field of work in general and in the specific areas being supervised in particular; strong organizational skills; experience in the management and administration; ability to review and edit the work of others.

Communication: Speaks and writes clearly and effectively; listen to others, correctly interpret messages from others and responds appropriately; ask 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.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits inputs by genuinely valuing other's ideas and expertise; is willing to learn from others; 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.

Planning and Organizing: Develops clear goals that are consistent with agreed strategies. Identify priority activities and assignments; adjust priorities as required; allocate appropriate amount of time and resources for completing work; foresees risks and allow contingencies when planning; monitor and adjusts plans and actions as necessary.

QUALIFICATIONS:

Education: Advanced university degree (Master's degree or equivalent) in the applied sciences, social sciences or other relevant field. A first level university degree with a combination of relevant academic qualifications and extensive senior experience in law enforcement and community safety issues may be accepted in lieu of the advanced university degree. Graduation from a police academy or similar law enforcement training institution is required.

Work Experience: A minimum of five years (seven years in absence of advanced degree) of experience in active national law enforcement is required. A minimum of three years of experience in administrative related issues and ability to draft, edit and proofread official documents is required. Practical experience as Staff Officer to a senior manager is desirable. Peacekeeping or other international experience in the UN or other organization is desirable.

Rank: Rank required is Senior/Chief Inspector, Major, other service equivalent or higher rank.

Languages: English and French are the working languages of the UN. For the post advertised, fluency in oral and written French and English is required. Knowledge of an additional official UN language is an advantage.

Preference will be given to equally qualified women candidates.

Date of Issuance: 10 October 2017

In accordance with the new Policy on Human Rights Screening of UN Personnel, all individuals who seek to serve with the United Nations are requested to make "self-attestation" that s/he has not committed any serious criminal offences and has not been involved in violations of international human rights or international humanitarian law. The exact wording of the self-attestation is outlined in para. 5.2 of the above mentioned Policy. The final decision on the selection of an individual to serve with the United Nations will also be subject to human rights screening.

<http://www.un.org/en/peacekeeping/sites/police>