

Posting Title : Director, Political Unit, D2, D2
Job Code Title : DIRECTOR, POLITICAL AFFAIRS
Department/ Office : Executive Office of the Secretary-General
Location : NEW YORK
Posting Period : 30 December 2016-20 January 2017
Job Opening number : 16-POL-EOSG-72329-D-NEW YORK
Staffing Exercise : N/A

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

Special Notice

In keeping with the Secretary-General's emphasis on mobility, candidates who have served with Offices Away from Headquarters, Regional Economic Commissions, Field Operations or Agencies, Funds and Programmes are encouraged to apply. Secretariat staff members selected for a position in the Executive Office of the Secretary-General (EOSG) will retain their current contractual status and they will not retain their right of return to their current post. Those with current appointments limited to a specific Department, Office or Mission and will be given similar appointments limited to service in the EOSG. Likewise, external candidates who are selected will be given appointments limited to service in the EOSG. Staff members are reminded of the provisions contained in ST/SGB/2016/8 ("Placement of staff members serving in the Executive Office of the Secretary-General"), and if covered within the scope of that bulletin, may be placed laterally to any vacant position in any organizational unit or duty station.

Org .Setting And Reporting

The Director of the Political Unit reports to the Assistant Secretary-General (ASG) for Strategic Coordination in the EOSG.

Responsibilities

Within delegated authority, the Director will be responsible for the following:•Directs and manages the Political Unit as part of the Strategic Coordination Team (SCT) in the EOSG; and acts as the focal point on political issues in the context of the integrated, multifaceted mission of the Team;•Monitors, identifies and analyzes world-wide political and related developments with a view to provide early warning advice to the ASG;•Initiates and supervises the preparation of political analytical reports, background papers, talking points

and correspondences of concern to the EOSG, the General Assembly, the Security Council and other bodies as appropriate;•Develops and maintain collaborative relationships with UN staff, government representatives, civil society actors, academic and research institutions and other partners on information sharing, policy and coordination matters;•Actively contributes to the formulation of the SCT's overall strategies, policies, programme of work, planning and budgetary processes;•Supervises the preparation for official meetings, events, talks, visits of political nature involving the leadership of the EOSG;•Oversees the recruitment of staff for the Political Unit in adherence to the principles of gender parity and geographical balance;• Perform other related duties as requested by the EOSG.

Competencies

Professionalism: Knowledge of the substantive political role of the UN in general and of UN interventions on specific areas/themes. Shows ability to produce reports and papers on substantive issues and to coordinate, review and edit the work of others. Shows ability to apply UN rules, regulations, policies and guidelines in work situations. 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.**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 as appropriate;**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 Unit's shortcomings.**Leadership:** Serves as a role model that other people want to follow: empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvements; does not accept the status quo; shows the courage to take unpopular stands. Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing.**Vision:** Identifies strategic issues, opportunities and risks; clearly communicates links between the Organization's strategy and the work unit's goals; generates and communicates broad and compelling organizational direction, inspiring others to pursue that same direction; conveys enthusiasm about future possibilities.

Education

Advanced university degree (Master's degree or equivalent degree) in public administration, international relations, law, social or political sciences or related fields is required. A first-level university degree in the above specializations, in combination with two additional years

of qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

Over fifteen years of progressively responsible experience in political analysis, international relations, peace and security, conflict prevention, diplomacy or mediation is required. Experience with the preparation of political analytical reports, background papers, and talking points for senior management is required. Experience with analysis and planning for UN conflict response efforts is required. Experience with supporting senior management on strategic priorities, budget formulation and allocation of resources is required. A minimum of eight years of field experience obtained outside of the applicant's country of nationality in a transitional, developmental, conflict or post-conflict setting is required. Experience working with Member States and delegations in the context of international organizations is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English is required. Knowledge of French is desirable. Knowledge of another UN official language is an advantage.

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity, including but not limited to, respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to, whether they have committed or are alleged to have committed criminal offences or violations of international human rights law and international humanitarian law. Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places 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 Secretariat is a non-smoking environment. Applicants are urged to follow carefully all instructions available in the online recruitment platform, *inspira*. For more detailed guidance, applicants may refer to the At-a-Glance on "The Application Process" and the Instructional Manual for the Applicants, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the *inspira* account-holder homepage. The screening and evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications, including but not limited to, their education, work experience, and language skills, according to the instructions provided on *inspira*. Applicants will be disqualified from consideration if they do not

demonstrate in their application that they meet the evaluation criteria of the job opening and the applicable internal legislations of the United Nations. Applicants are solely responsible for providing complete and accurate information at the time of application: no amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application. Job openings advertised on the Careers Portal will be removed at midnight (New York time) on the deadline date.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.