

Posting Title : Senior Planning and Monitoring Officer, P5, P5  
Job Code Title : SENIOR POLITICAL AFFAIRS OFFICER  
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-72335-R-NEW YORK  
Staffing Exercise : N/A

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

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### **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 position is located in the Strategic Planning and Monitoring Unit (SPMU) which is part of the Strategic Coordination Team (SCT) in the EOSG. The Senior Strategic Planning Officer (P5) reports to the Director of SPMU (D2).

### **Responsibilities**

Within delegated authority, the Senior Planning Officer will be responsible for the following duties: •Support the Director in developing priority-setting, forward planning, strategic analysis, and enterprise risk management; •In close coordination with relevant units within the EOSG, support the Director in the analysis and planning for UN conflict response efforts, with a particular focus on new and transitioning peace operations, by preparing strategic

considerations and options on the basis of information and advice from the system; •Assists the Director in translating the Secretary-General's guidance into strategic directives setting out overall parameters for potential UN engagement and that relevant planning policies are adhered to across an operation's lifetime;•Coordinates the drafting of the Secretary-General's Annual Report on the Work of the Organization as well as the production of key strategic reports that cut across sectors and units;•Supports the Director's overall strategic coordination and coherence with the Political, Development and Rule of Law units for purposes of providing fully integrated information and analysis to support senior decision-making;• Prepares planning papers and monitor the work of the United Nations on key issues as requested; •Supports the Director in designing and organizing senior management retreats and similar strategic planning meetings of the senior leadership;•Assists the Director in the recruitment of staff in adherence to the principles of gender parity and geographical balance;• Perform other related duties as requested by the Director.

### **Competencies**

**Professionalism:** Substantive knowledge on the role of the UN in the area of strategic planning, monitoring, analysis and coordination. Substantive knowledge of policies and mechanisms in the areas of peace and security, preventive diplomacy, mediation and early warning mechanisms. Shows ability to produce concise reports and papers on strategic and 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. 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.

**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.

**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.

**Managing Performance:** Delegates the appropriate responsibility, accountability and decision-making authority; makes sure that roles, responsibilities and reporting lines are clear to each staff member; accurately judges the amount of time and resources needed to accomplish a task and matches task to skills; monitors progress against milestones and deadlines; regularly discusses performance and provides feedback and coaching to staff; encourages risk-taking and supports creativity and initiative; actively supports the development and career aspirations of staff; appraises performance fairly.

**Judgement/Decision-making:** Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the

Organization; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.

### **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**

A minimum of ten years of progressively responsible experience in political analysis, policy and planning, international relations, peace and security, conflict prevention or human rights is required. A minimum of five years of experience leading a strategic and planning team in the areas of international and political affairs, peace and security, conflict prevention or human rights is required. Experience in priority-setting, forward planning, strategic analysis, and enterprise risk management is required. Experience in analysis and planning for UN conflict response efforts is required. Experience with the preparation of political analytical reports, background papers, and talking points for senior management is required. Five years of field experience obtained outside of the applicant's country of nationality in a transitional, developmental, conflict or post-conflict setting 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.