

Posting Title : Peace and Development Officer,P3  
Job Code Title : POLITICAL AFFAIRS OFFICER  
Department/ Office : Executive Office of the Secretary-General  
Location : NEW YORK  
Posting Period : 12 January 2017-2 February 2017  
Job Opening number : 17-POL-EOSG-72863-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 Peace and Development Officer reports to the Director of the Sustainable Development Unit (SDU) through the Deputy Director.

### **Responsibilities**

Within delegated authority and under the overall guidance of the Director of the SDU, in close cooperation with the political unit and the strategic planning unit, and in coordination with relevant departments and offices, the Peace and Development Officer contributes to advancing a coherent and comprehensive approach to sustaining peace, encompassing conflict prevention, development, human rights, humanitarian and peacebuilding. The Peace and Development Officer will be responsible for the following duties:•Monitors, analyzes and reports on developments within and outside the UN system addressing the nexus between

peace, security, humanitarian action, development and human rights in the context of the 2030 Agenda for Sustainable Development and sustaining peace resolutions (A/RES/70/262 and S/RES/2282 (2016)) as both a goal and a process. •Prepares or contributes to the preparation of various written reports, documents and communications, e.g. Reports of the Secretary-General, background papers, speeches, briefings, presentations, talking points, correspondence, etc., related to the sustaining peace agenda and addressing the root causes of conflict, in consultation with relevant parts of the United Nations system. •Provides substantive support to, and, as appropriate, participates in consultative and intergovernmental processes, inter-agency processes (e.g. the UN Working Group on Transitions) and meetings related to the sustaining peace agenda by offering strategic advice, giving technical guidance and assisting in developing a consensus. •Conducts research on the nexus between peace, security, humanitarian action, development and human rights and related issues and presents analysis of information gathered and reviewed from diverse sources with plausible recommendations. •Supports integration and effective collaboration across the development, human rights, humanitarian and peace and security silos of the UN system in order to advance sustaining peace and the 2030 Agenda for Sustainable Development, including through analysis and planning processes, the UN Working Group on Transitions and policies and guidances. •Coordinates with staff in other units in the Strategic Coordination Team (SCT) and contributes to integrated analysis and planning within the SCT to ensure full consideration of the sustaining peace agenda within policy priorities, initiatives, programmes and activities. •Contributes to EOSG and UN system initiatives related to the sustaining peace agenda, in coordination with the relevant parts of the United Nations system. •Ensures implementation of gender mainstreaming guidelines by assessing the implications for men and women of any planned action, including policies or programmes in all areas and at all levels, and contributes to an enabling environment for gender equality and open communication among staff in the SCT and across organizational boundaries. •Follows major intergovernmental processes and meetings dealing with the sustaining peace agenda in the context of sustainable development, including the United Nations General Assembly (UNGA), the Security Council, the United Nations Economic and Social Council (ECOSOC), the United Nations Peacebuilding Commission (PBC) and major conferences, and maintain substantive communication on the sustaining peace agenda in the context of the 2030 Agenda with different parts of the UN system, Member States, and other stakeholders including the civil society. •Performs other duties as required.

## **Competencies**

**Professionalism:** Knowledge of peace and development, peacebuilding, humanitarian assistance, and related issues. Analytical capacity, particularly in relation to the peace-development continuum. Ability to communicate clearly the work of the development team in the SCT. Thinks "outside the box" and takes an interest in new ideas and new ways of working. Demonstrated ability to negotiate and apply good judgment and to forge collaborative working relationship across different disciplines and institutional structures. 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. Teamwork: Works collaboratively with colleagues to achieve integrated analysis and policy advice to meet organizational results; 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; takes ownership of all responsibilities and honours commitments; shares credit for team accomplishments and accepts joint responsibility for team shortcomings. 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.

## **Education**

Advanced university degree (Master's degree or equivalent degree) in peace and development studies, international peace and security, sustainable development, political science, social science, public administration, or related field 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 five years of progressively responsible experience in international peace and security, development, political affairs, humanitarian affairs, rehabilitation, or related area is required. Experience preparing various written reports, documents and communications, including background papers, speeches, briefings, presentations, talking points, correspondence, etc., related to the sustaining peace agenda is required. Experience implementing gender mainstreaming guidelines is required. Experience conducting research in peace, security, humanitarian action, development or human rights issues is required.

## **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.