

Job Title: Special Assistant to the Deputy Military Adviser , P-4
Department/Office: Office of the the Deputy MILAD
Location: NEW YORK
Posting Period: 07/07/2017 - 05/10/2017
Job Opening number: DPKO/SEC1701/P-4/06

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

Organizational Setting and Reporting:

This position is located in the Office of Military Adviser in the Office of Military Affairs, Department of Peacekeeping Operations. The Special Assistant reports and provides direct support to the Deputy Military Adviser in the execution of his or her duties.

Responsibilities:

The incumbent will be required to:

Conduct research and provide initial and final drafts of documentation for use by the Deputy Military Adviser during briefings, meetings, conferences and presentations, on a variety of topics related to the activities of the OMA.

He/She maintains close contact with appropriate military staff in the OMA and field missions.

Contributes to the development of policy papers, guidelines and standard operating procedures.

Participate in working groups on behalf of the Deputy Military Adviser on military related issues.

Represent OMA (and Department) at international peacekeeping seminars/conferences when requested.

Maintain a close link with the Military Advisers to the Permanent Missions to the UN which Includes responding to enquires on military - related matters, coordinating issue-specific focus groups and working groups.

Maintain contact with Non-Government, Organizations that have an interest in peacekeeping, including think-tanks, friends groups and so on.

Provide direct support to the Military Adviser or Chief of Staff when requested.

Contribute to the drafting/ clearing of code cables, reports of the Military Adviser to the UN peacekeeping and political missions in the Field as well as other Offices in the UN Secretariat, in military component mission wide or thematic reports.

Prepare talking points, speeches, and take notes while accompanying the Military Adviser, the Deputy Military Adviser and other Senior Officials attending high level meetings.

Undertake these or similar duties anywhere within UN Headquarters, as well as in field missions including deployment to the missions for up to 90 days.

Competencies:

Professionalism: Demonstrates professional competence and mastery of subject matter; Demonstrates knowledge of theories and concepts relevant to military operations; Ability to provide sound advice on military issues; Ability to conduct independent research and analysis, identify issues, formulate concepts and options and make conclusions and recommendations; Ability to produce high quality work with limited supervision and in unfamiliar environments; Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. Ability to interact and to establish and maintain effective working relationships, both as a team member and team leader, with people of different national and cultural backgrounds.

Planning and Organizing: Develops clear goals that are consistent with agreed strategies;

Allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning.

Teamwork: Ability to interact and to establish and maintain effective working relationships, both as a team member and team leader, with people of different national and cultural backgrounds.

Qualification:

Education: Graduate of military command and staff college is required. A first level university degree, preferably in Political Science, History, International Relations or related field, is required. Advanced university degree in related fields is desirable.

Work Experience: A minimum of seven (7) years of progressively responsible experience in military profession is required. Qualifying years of experience are calculated following the graduation from the national military/defence college or academy. The candidate must be a military officer in active service in the rank of Army Lieutenant Colonel or equivalent in other Services. Staff experience at the Ministry of Defense level or equivalent is required. Deployment on at least one United Nations peacekeeping operations is required. Staff experience in an international headquarters is desirable. Previous experience as a military assistant to a Senior Office or as Aide-de-Camp is desirable. Working experience in diplomatic environment is desirable.

Languages: English and French are the working languages of the United Nations Secretariat. For this post, fluency in English (both oral and written) is required; knowledge of French is desirable. Knowledge of another UN official language is an advantage.

Assesment Method:

Kindly note that you may, as part of the evaluation of your application for this position, be requested to undergo written knowledge-based assessment exercises, which may be followed by a competency-based interview depending on the result of the test.

Special Notice:

Circulation of this Job Opening is limited to Member States. Only serving military officers who have received authorization by their National Authorities to apply for this Job Opening will be considered. Appointment is limited to service on posts financed by the support account for peacekeeping operations requiring active military service.