

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

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

Organizational Setting and Reporting:

The position is located in the Office of Military Adviser in the Office of Military Affairs, Department of Peacekeeping Operations. The incumbent will report to the Chief of Staff and provide direct support to him 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 Military Adviser during briefings, meetings, conferences and presentations, on a variety of topics related to the activities of the OMA.

Maintain close contact with military staff in the OMA and field missions.

Assist the Chief of Staff's communication with the Services within the OMA and other offices within the Secretariat by organizing and attending informal meetings, and maintaining close coordination with the relevant desk officers to ensure that the Chief of Staff receives accurate and timely information.

Contribute to the development of OMA results-based budgeting outputs and performance reports.

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

Participate in working groups on behalf of the Chief of Staff on military related issues.

Maintain a close link with the Military Advisers to the Permanent Missions to the UN which includes responding to enquiries on military –related matters, coordinating issue-specific focus groups and working groups and also maintain contact with Non-Government Organizations that have an interest in peacekeeping, including think-tanks and friends groups.

Provide direct support to the Military Adviser and Deputy Military Adviser 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 Chief of Staff 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: Possess expertise in the area of appointment, ability to evaluate international political situations; ability to complete in-depth studies and to formulate conclusions; conceptual and analytical skills leading to formulation of policy recommendations; knowledge of the United Nations system, particularly its role in peace operations, a thorough knowledge of mandates, policies and guidelines related to peace operations; expertise in the planning and management of complex peacekeeping operations and an in-depth understanding of their operational, political and procedural aspects; ability to thoroughly analyze and evaluate critical matters pertaining to a broad spectrum of military issues/problems; ability to advise senior officials on approaches and techniques to address complex/sensitive issues; strong negotiating skills and ability to influence

others to reach agreement on difficult issues; understanding of military issues related to political, economic, social and human rights programmes in mission areas; ability to work under pressure. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Planning and 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.

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 team shortcomings.

Qualification:

Formation: . Diplôme d'une école de commandement et d'état-major (enseignement militaire supérieur) est exigé. Un diplôme universitaire de premier cycle, de préférence en sciences politiques, en histoire, en relations internationales ou dans toute autre discipline apparentée est exigé. Un diplôme universitaire du niveau de la maîtrise est souhaitable.

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

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. Appointments are limited to service on posts reserved for active military officers who serve on secondment financed by the support account of peacekeeping operations.