



TEMPORARY VACANCY ANNOUNCEMENT

P-3

**Humanitarian Affairs Liaison
Officer**

TVA Grade Level

Functional Title

Protection of Civilians (PoC) Unit/ Office of the Chief of Staff

Department/Office/Division

Humanitarian Affairs

Occupational Group (See list on last page)

P-3

23 May, 2013

Open to

Deadline

(Current Grade of Applicant)

(DD/MM/YYYY)

Service/Section:	PoC Unit, Office of the Chief of Staff	Estimated Start Date:	17/06/2013
Duty Station:	Juba	Possibility of Extension?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Duration:	6 months	Open to External Candidates?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

DUTIES AND RESPONSIBILITIES

Under the supervision of the Senior Protection of Civilians (PoC) Advisor, the Humanitarian Affairs Liaison Officer (P-3) will support and provide technical advice on the implementation of the mission's mandate to protect civilians across all ten states in South Sudan. The Humanitarian Affairs Officer (HAO) will perform an advisory, coordination, monitoring and reporting role. Specifically, this will involve supporting the Senior PoC Advisor in undertaking the following role and responsibilities:

1) Advisory role

- Advise on ways in which the mission can assist and build the capacity of the State authorities to fulfil its PoC responsibilities, and support the implementation of those measures;
- Develop policy and guidance on PoC issues and provide input to other mission guidance documents from a PoC perspective;
- Provide support to other relevant mission sections and components to ensure that protection of civilians concerns are adequately reflected in their planning processes and in their work plans;
- Assist in the design and implementation of a PoC public information strategy;
- Ensure the dissemination of lessons learned and good practices on PoC at the field level;
- Support PoC Advisors and Focal Points at state-level to ensure PoC plans and activities are in-line with the vision and strategy of the mission and DPKO-DFS guidance

2) Coordination and communication

- Help support the functioning of the PoC Working Group and Technical Group meetings in Juba and provide support to PoC Task Forces in the ten states, including preparation of agendas, note-taking and follow up of agreed action points;
- Ensure close coordination with relevant mission components working on PoC;
- Coordinate with Joint Mission Analysis Cell (JMAC) and the Protection Cluster to develop and update baseline information about protection hotspots and affected populations using the Protection Matrix;
- Coordinate and facilitate information sharing with the Protection Cluster;
- Coordinate with state-based PoC Advisors and PoC Focal Points for information-sharing, operational and policy guidance;
- Develop and support maintenance of PoC Response Plans in relevant situations

3) Monitoring, Analysis and Reporting

- Monitor PoC developments across the ten states in South Sudan as well as implementation of PoC mandate key outputs and deliverables;
- Draft inputs on PoC for the Secretary-General's report on South Sudan, as well as regular code cables on PoC developments and issues and inputs to JMAC's Monthly Threat Assessment;
- Maintain up-to-date analysis of PoC trends and developments;
- Consolidate inputs from the states and and maintain PoC Tracking Matrix;
- Assess and report on resource and capability issues affecting implementation of the PoC mandate

4) Training

- Assess the training needs on protection of civilians issues across the mission;
- In coordination with other relevant mission components, help design PoC modules for UNMISS staff (including police, military and civilians), as well as for government institutions, particularly the Sudan People's Liberation Army (SPLA);
- Coordinate and support other mission sections and components for the roll out and delivery of PoC training internally for UNMISS staff and for government institutions and representatives

COMPETENCIES

PROFESSIONALISM

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; takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. Sound knowledge of and exposure to a range of issues linked to protection of civilians, such as international humanitarian law, human rights, refugee law and implementation of protection techniques in the field; strong analytical capacity and in particular the ability to articulate the protection dimension of issues; ability to identify issues, to formulate solutions and take decisions; ability to work under pressure, on occasion in a highly stressful environment.

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.

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.

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.

For Managerial Positions:

QUALIFICATIONS

Experience: A minimum of five years of progressively responsible experience in humanitarian affairs, emergency preparedness, crisis/emergency relief management, rehabilitation, development, or other related area. Experience in post-conflict countries or in a peacekeeping operation is required. Previous experience working on protection of civilians issues and within the region is desirable.

Education: Advanced university degree (Master's degree or equivalent) in political science, international relations, law, public administration or related fields. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Languages: Fluency in spoken and written English.

Other Skills:

ADDITIONAL COMMENTS

DOCUMENTS REQUIRED:

- Cover Letter**
- PHP**
- Signed PAS** **Periods: Last two years (if applicable).**
- Others:**

ALL SUBMISSIONS TO BE SENT TO:

Contact Name: Iyad Abu-Awwad Email Address: abu-awwad@un.org

Copy (cc): _____ Email Address: _____

Please choose from this list of Occupational groups:

Administration	Logistics
Civil Affairs	Management and Programme Analysis
Civilian Police	Medical
Conference Services	Ombudsman
Drug Control and Crime Prevention	Political Affairs
Economic Affairs	Population Affairs
Electoral Affairs	Procurement
Engineering	Production Service and Transport Work
Finance	Programme Management
Human Resources	Public Administration
Human Rights	Public Information
Humanitarian Affairs	Science and Technology
Information Management	Security
Information Systems and Technology	Social Affairs
Internship	Social Sciences
Jurists	Statistics
Legal Affairs	

Note:

While this temporary assignment will provide the successful applicant with an ideal opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post.

Internal candidates for this purpose is defined as staff members currently serving under 100 series appointment who have been recruited after a competitive examination under staff rule 104.15 or after the advice of a Secretariat joint body under staff rule 104.14. External applicants may be considered when it is not possible to identify suitable internal candidates of the same department/office.

Please note that external candidates are generally not entitled to be appointed at the advertised level of this temporary vacancy and will therefore be graded in accordance with the current recruitment guidelines. This means that the grade may be at a lower level than that of the advertised level of the post.

For information on the provisions for special post allowance, please refer to ST/AI/1999/17.