

**UNITED NATIONS**



**NATIONS UNIES**

OFFICE OF THE UNITED NATIONS SPECIAL COORDINATOR FOR THE MIDDLE EAST PEACE PROCESS  
(UNSCO)

### **Job Opening**

<b>Vacancy Number:</b>	<b>22/003</b>
<b>Date of Issuance:</b>	<b>15 June 2022</b>
<b>Deadline for Application:</b>	<b>29 June 2022</b>
<b>Position Title:</b>	<b>Political Affairs Officer</b>
<b>Position Level:</b>	<b>NO-C</b>
<b>Position Number:</b>	<b>30907145</b>
<b>Duty Station:</b>	<b>Jerusalem</b>

**Qualified Female Candidates are strongly encouraged to apply\***

#### **Organizational Setting and Reporting**

This position is located in the Regional Affairs Unit (RAU) of the Office of the Special Coordinator for the Middle East Peace Process (UNSCO). The Political Affairs Officer manages the Israeli political file and reports to the Chief RAU (CRAU) and supports the activities of the Special Coordinator in his role as Envoy to the Middle East Quartet and as the senior UN official in the Occupied Palestinian Territory, leading the UN system diplomatic and political efforts in this regard.

#### **Responsibilities**

Under the direct supervision of the CRAU:

- Participates fully in assigned operational activities related to the work of UNSCO; supports an integrated approach that includes a rights-based dimension, conflict prevention sensitivity, and gender perspective into the policy, planning and operational activities of the unit.
- Prepares briefing notes, talking points, input to regular reporting, and strategy papers for the CRAU, Head of the Mission and other senior staff. As requested, provides guidance and advice on assigned issues to the CRAU and Head of Mission. Prepares responses to comments, statements, and queries of parties. Develops and maintains relations with Government officials, bilateral partners, civil society and academic institutions at the working levels to gather information and to advise on issues and policies of mutual concern.
- Participates as a member of a team dealing with a variety of political issues related to the Israel-Palestinian conflict. Attends meetings to identify the scope and impact of relevant developments, considers methodologies and strategies, gathers and tracks information and data on topical issues, and participates in developing guidelines, terms of reference and operational plans and timeframes for new assignments. Represents the team at roundtables, seminars and conferences.
- Performs other related duties as required.

## **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.
- **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.

**Education:** Advanced university degree (Master's degree or equivalent) in Political Science, Management or Development, or a related field. A first level university degree with a combination of two additional years of qualifying experience may be accepted in lieu of the advanced university degree. Professional training in the areas of planning, monitoring and evaluation, facilitation and/or coordination is an asset.

**Work Experience:** A minimum of five (05) years of progressively responsible experience in political science, international relations, law, disarmament, security, development management, conflict resolution or related area is required. Minimum three (3) years' experience working in an international organization, NGO, academic institution, governmental organization or diplomatic mission is required. Work on conflict resolution or peacebuilding in/on the Israeli-Palestinian conflict highly desirable.

**Languages:** English and French are the working languages of the United Nations Secretariat. For this position, fluency in oral and written English and Hebrew is required.

**Other:** Proficiency in various MS Office applications (Outlook, formatting functions of Excel and Word) and other IT applications is required.

**Assessment Method:** Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based interview.

### Note to applicants:

- **COMPLETE APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED**
- **ONLY APPLICATIONS SUBMITTED THROUGH EMAIL [unsco-va@un.org](mailto:unsco-va@un.org) WILL BE CONSIDERED**
- **ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FOR FURTHER ASSESSMENT**

#### **How to Apply. Applications that do not comply with the below standards will not be considered:**

- UNSCO Jobs page <https://unsco.unmissions.org/jobs> includes all current Job Openings (JOs).
- To start the application process, applicants must download a [Personal History "P.11"](#) form. **Any other form of application will not be accepted.**
- Once downloaded, complete, save your Personal History Form (P.11) and e-mail it to [unsco-va@un.org](mailto:unsco-va@un.org). All fields in P.11 form must be completed to the best of your knowledge.
- Attach copies of high school diploma and other relevant diplomas, certifications and/or drivers' license as indicated in the JO as a requirement or a desirable.
- Include a written cover-page application.
- Indicate the JO number on the subject heading in your email.
- Attach two latest Performance Evaluation Documents (ePAS or equivalent).
- Applications will be screened and evaluated against the specific criteria indicated in a particular JO, and your name may be put forward for that specific JO only.
- In view of the high volume of applications received, only those applicants who move forward in the process, will be contacted for further assessment. Those who are successful/not successful in the assessment will be notified accordingly.

#### **United Nations Considerations**

At the UN, the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity. All employment decisions are made on the basis of qualifications and organizational needs. The UN is committed to creating a diverse and inclusive environment of mutual respect. The UN recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

The UN Secretariat is committed to achieving 50/50 gender balance and geographical diversity in its staff. Female candidates are strongly encouraged to apply for this position.

The UN shall place 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. (Charter of the UN - Chapter 3, article 8). The UN Secretariat is a non-smoking environment. Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The UN is committed to the highest standards of efficiency, competence and integrity for all its human resources, 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 and/or violations of international human rights law and international humanitarian law.

**THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.**

**At your interview:** To ensure that the very best people join the UN team we use a [competency based interview](#) process. Competency based interviews are also called "behavioural interviews" or "criterion based interviews." Such interviews are based on the concept that past behaviour and experience is the best indicator of future performance. In other words, your history tells a story about you: your talents, skills, abilities, knowledge and actual experience in handling a variety of situations. More information on competency-based interviews at <https://careers.un.org>.

## **Job Fit Questionnaire for JO 22/003 - Political Affairs Officer, NO-C**

For each question, please explain how your experience or your qualification meets the stated criterion, using examples.

Please provide complete answers to each question, highlighting all relevant experience or qualifications in your response, specifying the year(s) during which that experience or qualification was obtained. Answers that just refer to the fact that relevant information is contained in other portions of your application are not acceptable. Please note that these questions and your responses are mandatory and may be eliminatory.

If your experience does not meet the stated criterion, please indicate “I do not meet this criterion” or “None/Not Applicable”.

**1. A minimum of five (05) years of progressively responsible experience in political science, international relations, law, disarmament, security, development management, conflict resolution or related area is required. Please explain how you meet this criterion using examples.**

**2. Minimum three (3) years’ experience working in an international organization, NGO, academic institution, governmental organization or diplomatic mission is required. Please explain how you meet this criterion using examples.**

**3. Work on conflict resolution or peacebuilding in/on the Israeli-Palestinian conflict highly desirable. Please explain how you meet this criterion using examples criterion using examples.**