



**UNITED NATIONS ASSISTANCE MISSION IN SOMALIA
(UNSOM)**

**UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY
THIS POSITION IS OPEN TO SOMALI NATIONALS ONLY AND DOES NOT HAVE INTERNATIONAL
BENEFITS**

FEMALE CANDIDATES ARE PARTICULARLY ENCOURAGED TO APPLY

DEADLINE FOR APPLICATIONS:	26 FEBRUARY 2020
DATE OF ISSUANCE:	28 JANUARY 2020
FUNCTIONAL TITLE:	ASSISTANT DISARMAMENT, DEMOBILIZATION AND REINTEGRATION (DDR) OFFICER
LEVEL:	NO-A
SECTION:	RULE OF LAW AND SECURITY INSTITUTIONS GROUP (ROLSIG)
LOCATION:	BELETWEYNE
DURATION OF CONTRACT:	ONE (1) YEAR FIXED TERM
VACANCY ANNOUNCEMENT NUMBER:	UNSOM/DDR/008/2020/SM

Special Notice

This position is funded for an initial period of one year, extension of appointment will be subject to budgetary approval. Appointment against this post is on a local basis. The candidate is responsible for any travel expenses incurred in order to take-up the appointment. All applicants are strongly encouraged to apply on-line as soon as possible after the job opening has been posted and well before the deadline stated in the job opening.

Interested applicants who are working with UN Contractors must fulfil the obligations of their contracts with the UN Contractors in order to be eligible to apply for this vacancy.

Organizational Setting and Reporting Relationships:

This position is within the United Nations Assistance Mission in Somalia (UNSOM) based in the Field Office in Beletweyne. The Assistant DDR Officer will report to the Chief, DDR unit in the Rule of Law and Security Institutions Group (ROLSIG).

Duties and Responsibilities

Within delegated authority, the Assistant Disarmament, Demobilization and Reintegration (DDR) Officer will be responsible for the following duties:

- Assists in the development, implementation, and evaluation of DDR activities in assigned regions in accordance with system-wide principles and guidance and the mandate of the Mission in particular.
- Assists in carrying out basic research and analysis on selected aspects of the DDR programme, including operations and other related subjects and activities, e.g., reviews relevant documents and reports; collects, analyzes and presents statistical data, and other information gathered from diverse sources; identifies problems and issues to be addressed and recommends corrective actions; liaises with relevant parties; identifies and tracks follow-up actions.
- Contributes to the monitoring of DDR activities, undertakes periodic reviews of DDR operations to assess effectiveness and efficiency, achievement of results, and procedural compliance.

- Maintains awareness of current DDR issues, including relevant political, policy and gender considerations; monitors and assess the political situation in assigned area of responsibility as required.
- Participates in discussions with the Mission's civilian, military and other components, as well as with international and nations partners on DDR activities.
- Assists in preparation of various written outputs, e.g. draft background papers, analytical notes, sections of reports and studies manuals on standards and procedures, inputs to publications, etc.
- Assists in providing administrative and substantive support to consultative and other meetings, conferences, including the preparation of background documents and presentations, handling logistics, etc.
- Assists in undertaking outreach activities and in the development and delivery of training workshops, seminars, and induction courses on assigned topics/activities.
- Assists in organizing field visits for high-level UN Official; participates in field visits and assists in review and implementation of various DDR programmes/activities, including assistance in provision of substantive and administrative support.
- 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; 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.
- **Communications** 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.

Qualifications:

Education: A first level university degree in political science, international relations, international economics, law, public administration or a related field.

Experience: A minimum of one (1) year of progressively responsible experience in international affairs such as peacekeeping, peacebuilding or development programmes, preferably with specific focus on conflict/post-conflict and economic recovery issues or related areas. Previous experience working with vulnerable groups in the areas of peacekeeping, peacebuilding, development, small arms or DDR is an advantage.

Languages: English and French are the working languages of the United Nations Secretariat. Fluency in English and Somali (both in oral and written) is required languages. Knowledge of other UN official language is an asset.

Method of

Evaluation: Qualified candidates for this position may include a substantive assessment which will be followed by a competency-based interview.

Additional Information:

Candidates who are not selected, but whose performance in the interview process nevertheless demonstrated them to be suitable for a similar function may be kept on a roster for up to seven years. Candidates placed on the roster may be considered for selection against future vacancies for the same function and level.

How to Apply:

Qualified candidates may submit their applications including their United Nations Personal History form (PHP) to the address mentioned below on or before the deadline. **The PHP is on the <https://unsos.unmissions.org/jobs>**. Applications submitted after the deadline **26 February 2020** will not be accepted. **Curriculum Vitae (CV) will not be accepted**. Only shortlisted applicants will be contacted for interview. **FEMALE CANDIDATES ARE PARTICULARLY ENCOURAGED TO APPLY**

Email: recruitment-unsoa@un.org

Please quote, vacancy announcement number and functional title in the subject line

Kindly attach a copy of PHP, all relevant academic Certificate, NISA Certificate, CID Certificate, Passport and or National Identification Card. These are required as part of your application for consideration of eligibility. Please note CID and NISA Certificates are required at a later stage of the recruitment process.

The United Nations 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.

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING).