



UNITED NATIONS SUPPORT OFFICE IN SOMALIA (UN SOS)

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY
THIS POSITION IS OPEN TO KENYA NATIONALS ONLY AND DOES NOT HAVE INTERNATIONAL BENEFITS
FEMALE CANDIDATES ARE PARTICULARLY ENCOURAGED TO APPLY

DEADLINE FOR APPLICATIONS	:	21 NOVEMBER 2019
DATE OF ISSUANCE	:	08 NOVEMBER 2019
FUNCTIONAL TITLE	:	POLITICAL AFFAIRS OFFICER
LEVEL	:	NO-C
SECTION	:	OFFICE OF THE ASSISTANT SECRETARY GENERAL
LOCATION	:	NAIROBI
DURATION OF CONTRACT	:	TEMPORARY APPOINTMENT
VACANCY ANNOUNCEMENT NUMBER	:	UN SOS/SA/041/2019

Special Notice:

This is a Temporary Job Opening. This position is funded until 30 June 2020. 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.

Organizational Settings and Reporting Relationships:

This position is located within the External Relations and Coordination Section of the United Nations Support Office in Somalia (UN SOS) and will be based in Nairobi. The incumbent will report to the Senior Political Affairs Officer.

Major duties and responsibilities:

Within delegated authority, the Political Affairs Officer will be responsible for the following duties:

- Assist the Senior Political Affairs Officer in providing political advice to the Head of UN SOS in relation to the delivery of the support package to AMISOM, SNA, UNSOM and other clients that UN SOS supports.
- Liaise closely with key interlocutors such as senior Mission staff, AMISOM, Host Governments of Somalia and Kenya, the African Union, T/PCCs and Member States on the implementation of UN SOS mandate, and to ensure continued sharing of information on UN SOS operations.
- Work closely with the UN SOS Trust Fund Unit in engaging donors to the AMISOM and SSF Trust Fund to ensure continued inflows into the trust funds.

- Assist the Senior Political Affairs Officer in devising strategies for the political direction and outreach of the Mission, including through production of policy and advisory papers on strategic issues, draft inputs to reports of the Secretary-General, draft regular reports to AU/AMISOM and partners on UNSOS' support package.
- Prepare briefing notes, talking points and aide memoires as may be required from time to time by UNSOS/UNSOM/UN Headquarters for meetings of the senior leadership, as well as meeting reports and notes to file.
- Liaise with other senior interlocutors within and outside the Mission (politicians, government officials, diplomatic representatives, etc.) to ensure that the Head of UNSOS is kept fully informed of developments and initiatives related to the Mission, and use such contacts to assist in the formulation of policy directions, as well as to communicate the Mission's priorities.
- Accompany the Head of UNSOS to meetings at the AU Headquarters or T/PCC Headquarters as may be required from time to time.
- Liaise with the Government of Kenya and the Federal Government of Somalia to ensure enhanced host country support to UNSOS/UNSOM, including prompt clearance (and exemption from taxes) of all consignments imported by UNSOS into Kenya and Somalia in support of UNSOS mandate.
- Undertake other duties as may be required/directed by the Senior Political Affairs Officer.

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.

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.

Team Work: Works collaboratively with colleagues to achieve organizational goals; solicits inputs 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.

Client Orientation: Considers all "clients" and seek their point of view; establishes and maintains productive partnerships; identifies clients' needs and provide solutions; monitors the clients' environment and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timelines for delivery of products or services to clients.

Qualifications/Special Skills:

Education: Advanced university degree in political science, international relations, international economics, law, public administration or other related. A first-level university degree in combination with two years of qualifying experience may be accepted in lieu of the advanced university degree

Experience: A minimum of five years progressively responsible experience in political science, international relations, law, disarmament, security, development management, conflict resolution or related area is required.

Field experience in Peacekeeping operations is desirable

Language: English and French are the working languages of the UN Secretariat. For this post, fluency in English is required. Knowledge of another UN official language is an advantage.

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

How to Apply:

Qualified candidates may submit their applications including their United Nations Personal History Profile (PHP) to the address mentioned below quoting vacancy announcement number and functional title on the subject line on or before the deadline. The PHP is on the <https://unsos.unmissions.org/jobs>. Applications submitted after the deadline **21 November 2019** will not be accepted. Curriculum Vitae (CVs) will not be accepted. Only shortlisted candidates will be contacted.

Email: recruitment-unsoa@un.org

Kindly attach a copy of High School 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).