

Posting Title : LIAISON ASSISTANT, G5

Job Code Title : LIAISON ASSISTANT

Department/ Office : United Nations Mission in the Republic of South Sudan -  
created by GA Resolution 1996 (2011)

Location : Juba

Posting Period : 4 October 2023-2 November 2023

Job Opening number : 23-POL-UNMISS-219389-R-Juba (M)

Staffing Exercise : N/A

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

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### **Org. Setting and Reporting**

This position is in the United Nations Mission in South Sudan (UNMISS) in Juba/Yei, Central Equatoria State. The incumbent will report to the Head of Field Office, Central Equatoria or to the designated official/ Team Leader.

### **Responsibilities**

Within delegated authority, the Liaison Assistant at G5 level is responsible for the following duties:

- Coordinate the gathering of information on local perceptions of communities on needs, concerns, and aspirations with regards to the creation of conditions for sustainable peace.
- Coordinate information sharing on local conflict dynamics between the military component, local authorities, and communities.
- Coordinate the setting up of communication networks and forums to increase the mission communication and interactions with local people, including through the support to outreach activities.
- Follow up on the implementation of early warning mechanisms and ensuring the smooth functioning of these with a view to facilitating the mission response to protection alerts.
- Provide advice and early warning on protection threats and trends, including, sexual and Gender Based Violence and child protection concerns.
- Liaise with military, humanitarian local authorities and communities to update and implement mandated protection priorities
- Contribute towards the promotion of social cohesion in communities through sensitization

sessions, and the empowerment of local community initiatives that result in cohesion and peace within communities.

- Report emerging conflict dynamics, humanitarian and protection needs as appropriate.
- Document accurately local political, socio-economic conflict-related developments as well as more specifically protection threats, trends, and activities to update the protection database of the mission.
- Facilitate communication between mission staff and the local communities and translate official documents from one language to another with clarity and precision.
- Assist Civilian and Military Personnel in field activities, including patrols, capacity-building efforts and interaction settings with local authorities and communities.
- Performs other related duties as required.

## **Competencies**

**Professionalism:** Knowledge of internal policies, processes and procedures related to protection of civilians, disarmament, conflict resolution or peace building and/or humanitarian related fields. 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; Commitment to implementing the goal of gender equality by ensuring the equal representation and participation women, youth and men in all aspects 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.

## **Education**

High school diploma or equivalent is required.

## **Job Specific Qualifications**

Training in communication, community work, project monitoring, logistical, administrative issues is desirable.

### **Work Experience**

At least five (5) years of related work experience in providing support work for protection of civilians, disarmament, conflict resolution or peace building and/or humanitarian related work with NGOs, civil society organizations is required. The minimum years of relevant experience is reduced to three (3) for candidates who possess a first-level university degree or higher.

Experience in conflict management and support to state institutions is required.

Knowledge of fundamental human rights, gender integration, local legal principles and institutional framework, good understanding of mission mandate and ability to gather, verify and evaluate information from a variety of sources is desirable.

### **Languages**

English and French are the working languages of the United Nations Secretariat. For this position, fluency in oral and written English is required. Knowledge of local languages spoken by the communities in Central Equatoria State is required.

### **Assessment**

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

### **Special Notice**

This position is subject to local recruitment pursuant to staff rule 4.4 of the United Nations Staff Rules. Applicants for positions in the General Service and related categories must be authorized to work for the United Nations in the duty station where the position is located. Eligible applicants selected from outside the duty station are responsible for any expenses in connection with their relocation to the duty station. Staff members subject to local recruitment are not eligible for allowances or benefits exclusively applicable to international recruitment.

Qualified women that meet the requirements of this job opening are particularly encouraged to apply and will be given full consideration in accordance with the United Nations efforts to increase women participation in its workforce.

This post is located in Juba/Yei. Please note that anyone selected will be required to report for duty in that location on the agreed date and will also be expected to arrange their own accommodations. There is no UN provided accommodation. If the selected candidate is unable to report to the identified Duty Station, the contract will be considered void.

### **United Nations Considerations**

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places 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 Secretariat is a non-smoking environment.

Reasonable accommodation may be provided to applicants with disabilities upon request, to support their participation in the recruitment process.

The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General.

By accepting a letter of appointment, staff members are subject to the authority of the Secretary-General, who may assign them to any of the activities or offices of the United Nations in accordance with staff regulation 1.2 (c). Further, staff members in the Professional and higher category up to and including the D-2 level and the Field Service category are normally required to move periodically to discharge functions in different duty stations under conditions established in ST/AI/2023/3 on Mobility, as may be amended or revised. This condition of service applies to all position specific job openings and does not apply to temporary positions.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the inspira account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

### **No Fee**

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