

Posting Title : ASSOCIATE CONDUCT AND DISCIPLINE OFFICER,  
NOB  
Job Code Title : ASSOCIATE CONDUCT AND DISCIPLINE OFFICER  
Department/ Office : United Nations Mission in the Republic of South Sudan -  
created by GA Resolution 1996 (2011)  
Location : Juba  
Posting Period : 1 November 2024-30 November 2024  
Job Opening number : 24-ADM-UNMISS-246534-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 located within Conduct and Discipline Team in the United Nations Mission in South Sudan (UNMISS) with duty station, Juba. The incumbent will report to a Conduct and Discipline Officer.

### **Responsibilities**

Within delegated authority, the Associate Conduct and Discipline Officer will be responsible for the following duties:

- Participates in the development and delivery of training programs.
- Assists in identifying trends/patterns, lessons learned and best practices related to conduct and discipline issues with a view to furthering the mission's objectives in policy development, preventive actions and awareness-building initiatives.
- Under the guidance of the Conduct and Discipline Officer, assists in conducting reviews of alleged misconduct by UN peacekeeping personnel; receives and documents complaints, gathers information and discusses this with the Conduct and Discipline Officer whether further investigation is warranted; analyzes relevant information and advises on actions to be taken based on an impartial and independent examination of the facts; liaises with relevant parties internally and externally; undertakes appropriate follow-up.
- Keeps current on developments and trends in the field of conduct and discipline and contributes to the development of measures to increase awareness of UN peacekeeping personnel about the UN standards of conduct and to prevent instances of misconduct, e.g. assists in the development and implementation of awareness raising programs, including the provision of training on conduct and discipline matters, assists in the development of mission-

specific measures to detect personnel misconduct, and ensure compliance with UN standards, proposes strategies for preventive measures, etc.

- Carries-out well defined research and analysis on the consistent application, within the mission, of UN policies, procedures, and guidelines related to various aspects of conduct and discipline work; identifies and suggests problems and issues to be addressed and proposes corrective actions; liaises with relevant parties; proposes follow-up actions; drafts progress and briefing reports.
- Contributes to maintaining and monitoring a data management system for all categories of personnel misconduct; assists in performing data mining and data analysis to produce narrative and statistical reports.
- Prepares various draft outputs, e.g. management briefings, background papers, presentations, analysis, sections of reports and studies, inputs to communications, publications, etc.
- Contributes to identifying, establishing and maintaining contacts and partnerships with UN and other actors (national and international) with a view to pursuing the agenda for conduct and discipline activities, including assistance to victims of misconduct.
- Contributes ideas and provides other substantive inputs for the planning, development and implementation of public information and community outreach measures pertaining to conduct and discipline issues.
- Participates in the overall planning of the unit's work program and handles the day-to-day coordination of activities with other mission components (e.g. gender, legal officers, human resources, security, training, child protection etc. and UN entities).
- Performs other 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.

### **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.

### **Client Orientation:**

Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; Establishes and maintains productive partnerships with clients by gaining their trust and respect; Identifies clients' needs and matches them to appropriate solutions; Monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; Keeps clients informed of progress or setbacks in projects;

Meets timeline for delivery of products or services to client.

## **Education**

Advanced University degree (Master's degree or equivalent) in law, social sciences, Finance, Business Administration or related fields. A first level university degree with a relevant combination of two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

## **Job Specific Qualifications**

### **Work Experience**

At least two (2) years of progressive responsible experience in positions in the field of conduct and discipline, law, human rights and/or human resources management is required.

Experience with data management including databases is desirable.

### **Languages**

English and French are the working languages of the United Nations Secretariat. For this position advertised, Fluency in English (both oral and written) 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.

Candidates for the National Professional Officer category shall be of the nationality of the country where this position is located.

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. 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.

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 carefully follow all instructions available in the online recruitment platform, inspira, and to refer to the Applicant Guide by clicking on "Manuals" in the "Help" tile 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.