



United Nations Mission in South Sudan  
UNMISS  
**VACANCY ANNOUNCEMENT**

**VA No. UNMISS-NPO-11-013**

**VA Issuance Date: 28 November 2011**

**Deadline for Applications: 5 December 2011**

**The United Nations Mission in South Sudan is seeking qualified candidates for the following post(s):**

|   |                            |   |
|---|----------------------------|---|
| <b><i>Title:</i></b> Civil Affairs Officer                        | <b><i>Grade:</i></b> (NOB) | <b><i>Region:</i></b> Rumbek, Wau, Aweil, Bentui, Yambio. |
| <b><i>POST OPEN FOR SUDANESE NATIONALS ONLY</i></b>               |                            |   |
| <b><i>Women are strongly encouraged to apply</i></b> <sup>2</sup> |                            |   |

<sup>1</sup> Vacancy will remain open for at least two weeks, or until it is filled. Preference will be given to internal candidates who are at the same grade as the post being advertised, then to internal candidates one grade below the post, and finally to external candidates.

<sup>2</sup> Equally-qualified female candidates will be given priority for selection (DPKO Under-Secretary General's Policy Statement on Gender Mainstreaming). Candidates wishing to return home are also strongly encouraged to apply.

<sup>3</sup> Locally-recruited General Service (GS) staff interested in applying for a National Professional Officer (NPO) post must meet the minimum requirements of the post, including academic qualifications and years of relevant professional experience. Experience in the General Service category does not count as professional experience. If selected, the GS staff member will be required to resign his/her current post before taking up the NPO post.

**Duties and Responsibilities:**

Under the supervision of the Civil Affairs Team Leaders in the field the incumbent will be responsible for the following duties:

- Develop and maintain close contacts with local government officials, community-based organizations, and other central agencies, etc. Maintain contact with local authorities, political leaders, religious leaders and businessmen at the city level. Conduct briefings on UNMISS activities.
- Monitor specific aspects of mandate implementation. Identify problems and propose corrective actions, and assist in the coordination of mandate implementation with other mission components and international agencies.
- Compile and analyse the data necessary for the preparation of political analysis and other assessments on the impact of the political, economic and social environment on UNMISS mandate implementation in Khartoum and in the field.
- Draft UNMISS documents and reports, as well as relevant thematic and analytical reports.
- Provide accurate, timely and factual daily and weekly reports on the political and socio-economic situation in Juba and in the field.
- Prepare analysis of the on-going political developments to identify trends and issues; provide socio-economic advice to team members; and assist in conducting briefings to UN and Senior Governments officials when required.
- Coordinate and implement confidence-building, dialogue, understanding and cooperation between stakeholders, and assist local and international organizations in conflict resolution and crisis management.
- Support the CAD planning, strategizing and overall management of the Programme.
- Undertake other tasks as directed by the immediate supervisor and Director of CAD.

### **Competencies:**

**Professionalism:** Ability to conduct independent research and analysis, identify issues and recommend solutions, demonstrated analytical skills.

**Client Orientation:** Ability to identify clients' needs and develop appropriate solutions; ability to establish and maintain productive partnerships with clients; ability to generate and communicate organizational direction as well as introduce and emphasize UN policies into the dialogue (e.g. gender mainstreaming, human rights, etc):

**Leadership and Teamwork:** Ability to provide technical leadership and effectively coordinated projects and assigned tasks. Demonstrated interpersonal skills and ability to work in a multi-cultural, multi-ethnic environment with respect to diversity.

**Planning and Organizing:** Ability to establish priorities and to plan, coordinate and monitor own work plan.

**Judgment/Decision-making:** Sound judgment in applying technical expertise to resolve a range of issues/problems. Ability to proactively seek and recommend sound policy initiatives.

**Creativity:** Ability to actively seek to improve programmes/services, offer new and different options to solve problems/meet client needs, and promote and persuade others to consider new ideas.

**Commitment to continuous learning:** Willingness to keep abreast of new developments in area of expertise.

**Technological awareness:** Good computer skills proficiency in work processing spreadsheets and other relevant software packages.

**Communication:** Ability to write in a clear and concise manner and to communicate effectively orally.

### **Qualifications:**

**Education:** Advanced University Degree in public administration, political science, international relations or any branch of the social sciences.

**Experience:** For holders of a Master's Degree, at least two years of progressively responsible professional experience in the application of relevant field of specialization or other related areas are required and for holders of a Bachelor's Degree, at least four years of progressively responsible experience is required.

**Necessary skills:** Ability to work in a tense and/or dangerous environment with minimum comfort.

**Language:** Fluency in written English and Arabic. Other languages spoken in Sudan an asset.

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Candidates should submit with their applications the following documents:

- 1- Cover Letter (letter of motivation or application letter);
- 2- The United Nations Personal History form ([P-11](#));
- 3- Academic Certificate(s) and/or High School/Secondary Diploma;
- 4- Birth Certificate – if not, a combination of (i) Assessment of Age and National Passport or (ii) Assessment of Age and National ID Card (the Assessment of Age on its own is not acceptable);
- 5- Three (3) letters of reference from former employers or academic instructors.
- 6- Internal candidates must submit two (2) most recent performance evaluations.

#### **By e-mail:**

All applicants are strongly encouraged to apply by e-mail and MUST include ONLY the VA No in the subject line of their email.

E.g. UNMIS-NPO-11-013

National Professional Officers: [unmis-recruitmentnpo@un.org](mailto:unmis-recruitmentnpo@un.org)

#### **By Mail:**

Chief Civilian Personnel Officer, United Nations Mission in South Sudan (UNMISS)

#### **By Hand:**

UNMIS Headquarters, Juba or through the UNMIS Regional Offices in Wau, Malakal, Rumbek,