



United Nations Mission in South Sudan
UNMISS

VACANCY ANNOUNCEMENT

VA No. UNMISS-NPO-11-004

VA Issuance Date: 15 October 2011

Deadline for Applications: 29 October 2011

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

Title: Information Analyst	Grade: NPO (NOC) (2 posts)	Region (please indicate preference in application): Juba
<i>POST OPEN FOR SOUTH SUDANESE NATIONALS ONLY</i>		
<i>Women are strongly encouraged to apply</i>		

The Joint Mission Analysis Centre (JMAC) is a multidisciplinary analysis unit within the Office of the SRSG of the UNMISS. JMAC manages information and produces analytical materials intended to create comprehensive situation awareness, threat assessment, and support forward planning and policy to improve the effectiveness and efficiency of the UNMISS.

Duties and responsibilities:

Under the overall direction of the Chief of JMAC and Deputy Chief JMAC and the direct supervision of the JMAC Senior Analyst, the Information Analyst is responsible for the following tasks:

- Research, draft and complete analytical projects as directed by the senior analyst, in accordance with JMAC standards for analytical products that:
 - re-examine problems from the ground up in order to avoid the pitfalls of the incremental approach,
 - provide fresh and imaginative interpretations of report patterns,
 - evaluate alternative interpretations,
 - provide justification and reasoning behind interpretations,
 - clearly delineate assumptions and chains of inference and specify the degree and source of uncertainty involved in the conclusions;
- Synthesize oral or written inputs into an analytical report for discussion and editorial approval;
- Develop an individual annual work- plan to be updated monthly;
- Develop a solid knowledge base and bank of information on the research area, qualify and classify the information and sharing it with other section members including the Database team;
- Proactively participate in the production of six strategic analytical papers per year and ad hoc papers as a research team leader or member;
- Proactively engage in the work of their research teams, Analysis Section and JMAC as a whole;

- Take initiative in developing research tools and mechanisms for tracking, monitoring and evaluation of trends affecting UNMIS mandated tasks (maps, indicators, etc);
- Ensure accessibility of information in their portfolios;
- Activate the analysis and clearance cycles, which involves consultation with various sections;
- Develop a list of close contacts, both internal and external, local and international, in the area of expertise;
- Visit their own geographical area regularly and familiarizing themselves with realities on the ground and various organizations working there;
- Respond to ad-hoc requests and tasking from UNMISS Senior Management in an efficient and cooperative manner;
- Develop working relations with other sections;
- Participate in relevant trainings offered by UNMISS;
- Participate in office meetings and activities, and contributing to the discussions related to office management and analytical strategies;
- Dependent on requirements, may be required to direct and supervise the work priorities of an ad hoc or permanent research team.
- Ensure that the appropriate level of confidentiality of JMAC products is maintained.
- Any other task assigned by JMAC management.

Competencies:

Professionalism: Thorough knowledge of information analysis and reporting requirements and practical experience in the field of journalism, research or related fields. Strong liaison and outreach ability. Good English language drafting and research skills. High level of concentration and accuracy.

Communication: Strong communications research and analytical skills, and ability to rapidly analyze and integrate diverse information from varied sources; up-to-date knowledge of current affairs topics and issues and ability to identify trends and recommend appropriate follow up action. Excellent communication (spoken, written and presentational) skills in English, including the ability to produce a variety of written communications products in a clear, concise style, interact with the press and building/maintaining effective contacts.

Planning and organizing: Ability to juggle competing demands and work under pressure of frequent and tight deadlines.

Technology Awareness: Fully proficient computer skills and use of relevant software and other applications, e.g. word processing, PowerPoint or equivalent, Acquisition of experience in using translation technology and knowledge of proper usage of digital recording equipment for purposes of producing verbatim transcripts.

Teamwork: Strong interpersonal skills and ability to establish and maintain effective working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Client Interaction: Effective communications skills and ability to establish good working relations with the national and local authorities and international partners.

Qualifications:

Education and Experience : At least 5 years professional experience with a master's degree or equivalent (7 years with a BA) of progressively responsible experience working in the political or social sciences field, or journalism, public information, publishing or development issues or relevant experience in post conflict situations. Previous experience in international organizations or peacekeeping operations is an asset.

Language skills: Excellent command of written and spoken English is required, additional local language/s an asset.

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 2 most recent performance evaluations.

By email:

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. UNMISS-NPO-11-004

National Professional Officers: unmiss-recruitmentnpo@un.org

By Mail:

Chief Civilian Personnel Officer

United Nations Mission in Southern Sudan (UNMISS)

Juba, Southern Sudan

By Hand:

UNMISS Headquarters in Juba or Regional Offices throughout South Sudan.