



United Nations Mission in South Sudan
UNMISS

TEMPORARY VACANCY ANNOUNCEMENT (TVA)

TVA No. UNMISS-TVA-2011-P3-CAD-032

Post No. 80968

Location: Malakal

Date Posted: Friday, 16 December 2011

Deadline: Friday, 23 December 2011

Civil Affairs Officer, P-3

The United Nations Mission in South Sudan (UNMISS) requires **Civil Affairs Officer, P-3** for a temporary period in the above-mentioned area.

RESPONSIBILITIES:

Within delegated authority, the Civil Affairs Officer will be responsible for the following duties. (These duties are generic, and may not be performed by all Civil Affairs Officers.)

Contributes to the formulation of the Mission's strategic plan; identifies emerging issues, analyzes their implications; prepares reports based on assessments of the impact of the political, economic and social environment on mandated implementation; assesses, implements and monitors civil affairs activities carried out by local authorities, civic institutions and non-governmental organizations. Identifies potential problems and provides advice and guidance; Provides support to the establishment of an appropriate regulatory framework review, analyzes policy and regulation issues, and prepares relevant reports and discussion papers; Undertakes assessment of a specific sector with a view to identifying needs and priorities; Prepares project documentation/specifications; Formulates qualification standards for the selection and recruitment of local specialists and other personnel to be employed in a specific sector; Develops necessary guidelines, policies, procedures and technical capacity to ensure effective management of public and private sector activities. Provides guidance and assistance to government departments and districts; Manages implementation of projects and develops and formulates a project monitoring and evaluation reporting system to ensure quality control; Formulates, conducts, and/or identifies external training opportunities for national counterparts; Assists in the implementation of transitional government policy and establishment of sub-district and village councils; Engages and negotiates with local interlocutors and develops and maintains close contact with senior and local government officials, community-based organizations, and other central agencies, etc; Coordinates (across disciplines and components) with other team members, relevant regional headquarters and government officials to achieve consistency and synergy in mandate implementation; Recommends policy directions to immediate supervisors; Contributes to overall mission monitoring and planning; Performs other related work as required.

COMPETENCIES:

Professionalism: Knowledge of political, social and economic environment and their impact on a mission mandate implementation. Knowledge of operational aspects of national, bilateral or multilateral aid programmes. Ability to conduct independent research and analysis, identify issues, and recommend solutions. 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. **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. **Planning & 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. **Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable. **Creativity:** Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks "outside the box"; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches. **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. **Commitment to Continuous Learning:** Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve. **Technological Awareness:** Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

QUALIFICATIONS:

Education: Advanced university degree (Master's degree or equivalent) in political science, law, international relations, public administration, business administration, social sciences, engineering, economics or related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree. **Experience:** A minimum of five years of progressively responsible experience in political affairs, civil affairs, public administration or related area. **Language:** Fluency in spoken and written English. Arabic and knowledge of other languages spoken in South Sudan is valuable.

Candidates with relevant experience and qualifications who wish to be considered for this temporary assignment may indicate their interest by email to UNMIS-TVA@un.org by close of business on [Friday, 23 December 2011](#), citing the above TVA number in the subject line and enclosing their up-to-date Personal History Profile (PHP), available from <http://jobs.un.org>, as well as a copy of their two most recent performance evaluation reports. While this temporary assignment will provide the successful applicant with an ideal opportunity to gain additional work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post. Military personnel (TCC) and police personnel (PCC) on secondment cannot apply for this position during their tour of assignment nor can UN Volunteers in UNMISS and UNAMID who are currently serving or have served in the previous 6 months. Due to the volume of applications only those candidates under serious consideration will be acknowledged.