

Posting Title : LIAISON ASSISTANT, G4
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 : 20 December 2024-18 January 2025
Job Opening number : 24-POL-UNMISS-249902-R-Juba (R)
Staffing Exercise : N/A

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

Org. Setting and Reporting

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

Responsibilities

Within delegated authority, the Liaison Assistant at G4 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, with regard to sexual violence and child recruitment;
- Liaise with military, humanitarian local authorities and communities in order to update and implement contingency protection plans;
- 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 humanitarian needs to the coordinators 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 their 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; Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

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.

Client Orientation:

Providing support, advice or guidance to internal or external clients; Liaising with internal or external clients to identify their needs, building partnerships internally or externally, Representing the UN externally.

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 three (3) 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 year of relevant experience is reduced to one (1) 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, 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 the position advertised, fluency in English is required. Knowledge of local languages spoken by the communities in the given duty station is desirable.

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.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff, as per the Secretary General's Gender Parity Strategy. Female candidates are strongly encouraged to apply for this position.

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.

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.