

---

## MISSION IN COLOMBIA JOB OPENING

### Internal / External

---

Job Title & Level:	Assistant Coordination Officer, NO-A
Department/Office:	UN Verification Mission in Colombia, Information Management (Unit)
Location:	Bogotá, COLOMBIA
Posting Period:	24 May – 30 May 2021
Job Opening Number:	UNVMC-NJO-2021-009 - Temporary Appointment

---

#### **IMPORTANT NOTE:**

**In order to implement the United Nations System-wide Gender Parity Strategy, for this job opening preference will be given to equally qualified female candidates.**

The Human Resources Unit invites all interested and qualified candidates to apply to the announced position. All interested candidates should submit their applications using the P11 form, which can be found at <https://colombia.unmissions.org/empleo>, or Personal History Form (PHP) **(CVs will NOT be accepted)**. Please review that your application, either P-11 or PHP is properly signed and has information on your contact details: email address and telephone numbers. You may send your application to the following e-mail address: [mcrecruitment@un.org](mailto:mcrecruitment@un.org)

Please be advised that only applications using the UN P11 or PHP form will be reviewed. Please do not submit any additional certificates/diplomas, employment letters and other documents at this stage of the application process. **Kindly ensure that you include the job opening number for the above position in your e-mail application.** Only short-listed candidates will be contacted.

If you are an internal candidate with a Fixed Term Appointment within the UN Secretariat, please attach the last 2 performance evaluations to your application. If you are employed by an entity of the United Nations Common System, please indicate your category and level.

#### **Organizational Setting and Reporting**

This position is located in the United Nations Verification Mission in Colombia. The Assistant Coordination Officer (NO-A) will report to the Senior Coordination Officer within the Office of the Chief of Staff (OCOS).

#### **Responsibilities:**

Within delegated authority, the Assistant Coordination Officer will carry out the following duties.

- Supports the operation and coordination of the Mission Lesson Learned Working Group;
- Prepares relevant documents including concept notes, summary and analytical reports in support of the overall Mission lessons learned analysis;
- Provides support in the organization and coordination of meetings and field visits led by OCOS, including the preparation of relevant documents, such as programmers, bios, background documents, talking points, written summaries, and conducts follow up activities, as appropriate;
- Facilitates the flow of information between Mission sections, in particular those under OCOS, OSRSG and ODSRSG;
- Drafts correspondence for the Chief of Staff's signature;
- Supports OCOS in the development and maintenance of collaborative relationships with UN Common System colleagues and counterparts, Government representatives, civil society actors, and law enforcement actors academic and research institutions, and other national and international partners on information sharing, policy and coordination matters;
- Identifies, analyses and monitors political developments, trends and emerging issues, assesses implications and provides recommendations for consideration on possible policies, strategies and other measures to address issues of concern and to advance mandated objectives;
- In conjunction with partners, identifies and pursues opportunities for specific mandate-related activities;
- Supports the development of strategies, policies and other measures designed to achieve common objectives;
- Prepares summary and analytical reports including, but not limited to, situation reports, background and briefing notes, minutes of meetings, code cables and inputs for Mission reports, as applicable;
- Assists in managing the implementation of the Mission's programme of work including through support to planning and budgetary processes, particularly those related to the Results Based Budget (RBB);
- Prepares contextual information materials, such as background notes, political profiles and databases of relevance to the assigned portfolio;
- Performs other relevant duties as required.
- 

#### **Core values:**

**PROFESSIONALISM:** Demonstrates knowledge in protocol procedures and related matters; 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.

**Integrity:** Demonstrates the values of the United Nations in daily activities and behaviors. Acts without consideration of personal gain. Resists undue political pressure in decision-making. Does not abuse power or authority. Stands by decisions that are in the Organization's interest, even if they are unpopular. Takes prompt action in cases of unprofessional or unethical behavior.

**Respect for diversity:** Works effectively with people from all backgrounds. Treats all people with dignity and respect. Treats men and women equally. Shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making. Examines own biases and behaviors to avoid stereotypical responses. Does not discriminate against any individual or group.

### **Competencies:**

**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.

**PLANNING AND 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.

### **Education:**

A first level university degree in political science, international relations, social sciences, law, public administration, anthropology, economics or a related field. Professional training in the areas of planning, monitoring and evaluation, facilitation or coordination is desirable.

### **Work Experience:**

A minimum of two (2) years of progressively responsible experience in political science, international relations, law, disarmament, security, development management, conflict resolution or a related area is required. Experience in Latin America issued is required. Specific knowledge of the Colombian peace process is desirable. Previous work experience in the United Nations System and/or international organizations is desirable.

### **Languages:**

English and French are the working languages of the United Nations. For the position advertised, fluency in Spanish and English (both oral and written) is required.

### **United Nations Considerations:**

Extension of the appointment is subject to extension of the mandate and/or the availability of the funds.

THE UNITED NATIONS SHALL PLACE 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. (CHARTER OF THE UNITED NATIONS – CHAPTER 3, ARTICLE 8). THE UNITED NATIONS SECRETARIAT IS A NON-SMOKING ENVIRONMENT.

**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.