



OFFICE OF THE UNITED NATIONS SPECIAL COORDINATOR FOR THE MIDDLE EAST PEACE PROCESS (UNSCO)

Temporary Job Opening

Vacancy Number:	23/001
Deadline for Application:	27 February 2023
Date of Issuance:	21 February 2023
Position Title:	Political Affairs Assistant
Position Level:	G-5
Position Number:	General Temporary Assistance
Duty Station:	Jerusalem

Qualified Female Candidates are strongly encouraged to apply*

This is a temporary vacancy available for three months.

Organizational Setting and Reporting

This position is located in the Regional Affairs Unit (RAU) of the Office of the Special Coordinator for the Middle East Peace Process (UNSCO) based in Ramallah. The Political Affairs Assistant assists the Senior/Political Affairs Officers in work related to the Secretary-General's mission. The incumbent maintains regular contacts with various offices of the Government, United Nations agencies diplomatic missions and other outside interlocutors.

Responsibilities

The Political Affairs Assistant reports to the Political Affairs Officer and is responsible for the following duties:

- Receives and processes information contained in communications and publications from different sources, including the press; maintains up-to-date knowledge of events relating to political issues in a specified area or subject matter.
- Assists senior officers with preparing drafts, briefing notes, background papers and talking points.
- Assists in preparing summaries of articles from a wide variety of sources and drafts a variety of correspondence, and section reports.
- Monitors political, socio-economic, and other politically relevant developments in an assigned area.
- Assists in arranging, preparing and facilitating meetings for political and other Mission units, as requested.
- Keeps abreast of UN policies, including those related to Political Affairs work and takes part in Political Affairs trainings.
- Performs other related duties as required.

Competencies

- **Professionalism:** 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.
- **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.
- **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 the audience. Demonstrates openness in sharing information and keeping people informed.

Education:

- High school diploma or equivalent is required.
- Training in Political Affairs/social work related is desirable.
- Training in communication, project monitoring, logistical, budgetary & administrative issues is an asset.

Work Experience:

Five (5) years of related work experience in providing support to work in political science, international relations, , communications, conflict resolution or related work with UN, NGO or civil society organizations, or working as a civil servant.

Languages:

- English and French are the working languages of the United Nations Secretariat. For this position, fluency in English (both oral and written) is required.
- Fluency in Arabic to be able to interpret/translate into English is required.

Other:

- Proficiency in various MS Office applications (Outlook, formatting functions of Excel and Word) and other IT applications is required.

Assessment Method:

- Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based interview.

Note to applicants:

- APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED
- ONLY APPLICATIONS SUBMITTED THROUGH EMAIL unsco-va@un.org WILL BE CONSIDERED
- ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FOR FURTHER ASSESSMENT

How to Apply. Applications that do not comply with the below standards will not be considered:

- UNSCO Jobs page <https://unsco.unmissions.org/jobs> includes all current Job Openings (JOs).
- To start the application process, applicants must download a [Personal History "P.11"](#) form. **Any other form of application will not be accepted.**
- Once downloaded, complete, save your Personal History Form (P.11) and e-mail it to unsco-va@un.org. All fields in P.11 form must be completed to the best of your knowledge.
- Attach copies of high school diploma and other relevant diplomas, certifications and/or drivers' license as indicated in the JO as a requirement or a desirable.
- Include a written cover-page application.
- Indicate the JO number on the subject heading in your email.
- Attach two latest Performance Evaluation Documents (ePAS or equivalent).
- Applications will be screened and evaluated against the specific criteria indicated in a particular JO, and your name may be put forward for that specific JO only.
- In view of the high volume of applications received, only those applicants who move forward in the process, will be contacted for further assessment. Those who are successful/not successful in the assessment will be notified accordingly.

United Nations Considerations

At the UN, the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity. All employment decisions are made on the basis of qualifications and organizational needs. The UN is committed to creating a diverse and inclusive environment of mutual respect. The UN recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

The UN Secretariat is committed to achieving 50/50 gender balance and geographical diversity in its staff. Female candidates are strongly encouraged to apply for this position.

The UN 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 UN - Chapter 3, article 8). The UN Secretariat is a non-smoking environment. Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The UN is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.

At your interview: To ensure that the very best people join the UN team we use a [competency based interview](#) process. Competency based interviews are also called "behavioural interviews" or "criterion-based interviews." Such interviews are based on the concept that past behaviour and experience is the best indicator of future performance. In other words, your history tells a story about you: your talents, skills, abilities, knowledge and actual experience in handling a variety of situations. More information on competency-based interviews at <https://careers.un.org>.