
MISSION IN COLOMBIA JOB OPENING

Internal / External

Job Title & Level:	INFORMATION ANALYST, NO-B
Department/Office:	UN MISSION IN COLOMBIA / Office of the Chief of Staff
Location:	BOGOTA, COLOMBIA
Posting Period:	06-20 may
Job Opening Number:	MC-NJO-2016-002

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

The Human Resources Section invites all interested and qualified candidates to apply for the announced position. All interested candidates should submit their applications (Personal History Profile - P11) and copies of their educational certificates to the Recruitment Unit via email: MCrecruitment@un.org.

Please be advised that only applications made via the UN P11 form will be reviewed. Kindly ensure that you include the job opening number of the above position in your e-mail application. Acknowledgment will be sent to short listed candidates only.

Please also be advised that only Colombian Nationals are eligible to apply for National Job Openings.

Organizational Setting and Reporting:

This position is located in the Integrated Information Hub (IIH). The IIH is an integrated structure that generates integrated analytical products to support mission decision-making and to enhance operational, strategic and contingency planning. It provides reliable analysis and develops assessments of cross cutting issues and threats that may affect the implementation of the Mission's mandate.

The Information Analyst will report to the Section Chief. This team is located within the Office of the Chief of Staff.

Responsibilities:

Under the overall direction of the Section Chief and within limits of delegated authority, the Information Analyst will be responsible for the following duties:

General:

- Assist in gathering information in support of the Mission Leadership Team (MLT), as required;
- Help identify areas for potential research and analysis. Collate, evaluate and provide short- or long-term analysis on developments/events affecting the implementation of Mission mandate, using sources such as components, national military/civilian actors, NGOs, media and other key stakeholders;
- Gather and analyze information on local conflicts, land issues, local political developments, security environment, military developments, presence of foreign armed groups, cross-border illegal activities affecting the peace process;
- In coordination with information management and information technology specialists, maintain a system for classifying and storing sensitive information;
- Interact constantly with key players on the local military and political environment;
- Participate in fact-finding and other missions to the field;
- Foster effective working relationships with other Mission components, the United Nations Country Team (UNCT) and relevant external actors and organizations; 2. Reporting
- Keep abreast with and report on broader political and other developments relevant to the Mission;
- Contribute to situational awareness by producing timely accurate and analytical reports and briefings that inform IIH leadership;
- Maintain an understanding of the political and security situation in the Mission area and region; follow unfolding events; conduct trend analysis and mid- to long-term predictive analysis; work with colleagues to gather and verify information; and be able to select, confirm, and deliver the relevant information, with the appropriate political context, in a concise manner (written or oral);

- Present feasible solutions to prevent or manage the threats;
- Performs other duties, as assigned.

Competencies:

Professionalism: Strong analytical skills, and experience in information collection and management; excellent drafting and editing skills with the proven ability to produce cogent reports and edit the work of others; ability to produce forward-looking, pre-emptive analytical products and relevant leadership advice; proven ability to integrate different perspectives into analytical products; ability to coordinate with many different actors, to develop and foster collaboration and contact networks and to work in a multicultural, multi-ethnic environment and maintain effective working relations with people of different national, professional and cultural backgrounds; experience developing and executing a programme throughout its life cycle. Conscientious and efficient in meeting commitments, observing deadlines and achieving results; motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; and 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: Effective communication skills to advocate ideas, build consensus, effect/implement change, and monitor outcomes in high-level forums; proven analytical, interpretation and communication skills, including ability to conduct presentations by clearly formulating positions on issues, articulating options concisely and conveying maximum necessary information; 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.

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.

Judgment and Decision Making: Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impact on others and on the Organisation; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines that the actions proposed will satisfy the expressed and underlying needs for the decision; make tough decisions when necessary.

Education:

Advanced university degree (Master's degree or equivalent) in political science, international relations, foreign affairs, law or related field. A first-level university degree in combination with an additional two (2) years qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience:

A minimum of five years of progressively responsible experience in information analysis, political science, international relations, journalism, development, security (military or police) or related field. Experience in research, information analysis and drafting of analytical products is required. Experience working in an integrated civilian-military-police environment is an advantage.

Languages:

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

United Nations Considerations

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 United Nations 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 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.