

Job Opening

Posting Title:	Director, Political Affairs, D2
Job Code Title:	DIRECTOR, POLITICAL AFFAIRS
Department/Office:	EXECUTIVE OFFICE OF THE SECRETARY-GENERAL
Duty Station:	NEW YORK
Posting Period:	31 January 2017 - 16 March 2017
Job Opening Number:	17-Political Affairs-EOSG-70833-R-New York (R)
Staffing Exercise	SES(POLNET 2017 Semi-Annual I)



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

Assessment Period

All applicants should regularly check the United Nations HR Portal at <https://hr.un.org/page/assessment> or the "My Upcoming Test Schedule" page in Inspira for any updates/changes after the closing of the job opening, particularly during the week before the scheduled testing dates.

Please note that applicants who apply as rostered candidates are not subject to any further assessment and accordingly, will not be invited to participate in the SPT or any other assessments (including any written exam, interview, etc.) throughout the selection process. For more information about the assessment process, please visit the United Nations HR Portal.

Self-Assessment Questionnaire

Is a career at the United Nations right for you? Take the voluntary self-assessment questionnaire and get valuable insight into the working environment of the United Nations as well as the Political, Peace and Humanitarian Network (POLNET). This questionnaire is anonymous and has no impact on your potential candidacy for this position. Upon completion, you will receive feedback to help you decide if working in the United Nations is right for you.

[Start Questionnaire](#)

Special Notice

Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

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

Staff members of the United Nations Secretariat must fulfill the lateral move(s) or geographical requirements as set out in ST/AI/2016/1 to be eligible to apply for this job opening. Staff members are requested to indicate all qualifying lateral or geographical move(s) in their Personal History Profile (PHP) and cover note.

Org. Setting and Reporting

This position is located in the Office of the Assistant Secretary-General for Peacebuilding Support. The Director, Political Affairs/Deputy Head of Peacebuilding Support Office reports directly to the Assistant Secretary-General for Peacebuilding Support. The position is located in New York which is classified as a "H" family duty station.

Established in 2005, the Peacebuilding Support Office (PBSO) helps to sustain peace in conflict-affected countries by garnering international support for nationally owned and led peacebuilding efforts. The office

assists and supports the Peacebuilding Commission, administers the Peacebuilding Fund, and supports the Secretary General's efforts to coordinate the UN System in its peacebuilding efforts.

Responsibilities

Within delegated authority, the incumbent will be responsible for the following duties:

- Leads PBSO's senior management team, and manages the performance and administration of the office as a whole and its operations, including performance management of PBSO senior personnel, effective implementation of PBSO's personnel and reform strategy and strengthening of organizational results, and oversees PBSO's efficient administration.
- Acts on behalf of the ASG on policy and operational matters and provides strategic leadership, guidance and management to PBSO's work in support of the Peacebuilding Commission and the UN system with regard to the development of peacebuilding strategies and policies and the development of PBSO's organization and capacities.
- Supports the ASG by overseeing the formulation of policy proposals on peacebuilding issues and proposing policy directives and plans of action for immediate and long range solutions to peacebuilding challenges conceptually and with regard to specific countries, identifies emerging issues in peacebuilding, analyzes implications and makes recommendations on possible strategies and measures.
- Leads and manages the effort to develop peacebuilding strategies in support of the deliberations of the Peacebuilding Commission (PBC) and UN leadership in the field, including the development, refinement and monitoring of PBC instruments of engagement, synergies to the Peacebuilding Fund (PBF) and wider international efforts; monitors stabilization efforts and broader recovery processes in countries emerging from conflict; and advises on issues for the attention of the UN's Senior Management Group, and Senior Representatives of Permanent Missions to the United Nations.
- Develops and provides strategic policy advice to PBC stakeholders and relevant countries on PBC engagement and peacebuilding strategies, and assesses the progress on implementation of country peacebuilding plans.
- Ensures programmatic and policy coordination and synergistic engagement with UN Secretariat Departmental, Funds, Agencies and Programmes, Principal Organs, including the Security Council, and the General Assembly, and represents PBSO in senior coordination fora and strategic planning mechanisms.
- Maintains, in close coordination with the ASG, regular contact with senior management of PBSO and D/SRSGs, UN Resident Coordinators and UN Country Teams, on leadership matters of interest.
- Leads, in particular, efforts to develop the partnership and cooperation with regional entities, and stakeholders, particularly those in Africa, such as the African Bank for Development, the African Union, the Economic Community of West African States (ECOWAS), etc.
- Coordinates and oversees the preparation of reports for presentation to inter-governmental bodies such as the PBC, the Advisory Committee on Administrative and Budget Questions, the Committee for Programme Coordination, the Economic and Social Council, the General Assembly and other policy-making organs, as appropriate.
- Reports to inter-governmental bodies on budget/programme performance or on programmatic/substantive issues, as appropriate, particularly those presented in bi-annual and/or annual reports.
- In close conjunction with the Special Assistant to the ASG and PBSO's Administrative Management Officer, undertakes or oversees programmatic/administrative tasks, as necessary, including preparation of budgets, assigning and monitoring of performance parameters and critical indicators, reporting on budget/programme performance, preparation of inputs for results-based budgeting, evaluation of staff performance (e-Performance), interviews of candidates for job openings and evaluation of candidates.
- Chairs meetings and seminars on substantive and policy issues, represents the Organization at international, regional, inter-agency and other meetings, seminars and conferences; provides programmatic/substantive expertise on relevant issues and engages in programmatic/substantive and organizational discussions with representatives of other institutions.
- Represents the ASG in relevant inter-governmental bodies and inter-Secretariat coordinating bodies and deputizes for the ASG as necessary.
- Performs other related duties as requested by the senior management of the Organization.

Competencies

Professionalism: Knowledge on the development of policy and strategy on peacebuilding and related issues, with broad geographical remit; Ability to produce reports and papers on technical and policy issues and ability to review and edit the work of others; Knowledge of United Nations policies, management, administrative, budgetary and staffing systems, procedures and regulations; Ability to communicate complex concepts orally and in writing and to prepare written reports that are clear, concise and meaningful; proven ability to defend and explain difficult issues with respect to key decisions and positions to staff, senior officials and members of inter-governmental bodies; ability to tailor language, tone, style and format to match the audience; demonstrated openness in sharing information and keeping people informed. 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

UN Careers

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, 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 or violations of international human rights law and international humanitarian law.

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.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, *inspira*. For more detailed guidance, applicants may refer to the At-a-Glance on "The Application Process" and the Instructional Manual for the Applicants, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the *inspira* account-holder homepage.

The screening and 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, including but not limited to, their education, work experience, and language skills, according to the instructions provided on *inspira*. Applicants will be disqualified from consideration if they do not demonstrate in their application that they meet the evaluation criteria of the job opening and the applicable internal legislations of the United Nations. Applicants are solely responsible for providing complete and accurate information at the time of application: 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 a reference-checking process to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at midnight (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.

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