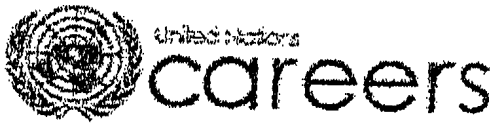


**Ambassade Mission Permanente du Burkina Faso à Genève**

**De:** talentoutreach <talentoutreach@un.org>  
**Envoyé:** samedi 3 janvier 2015 00:00  
**Objet:** United Nations Position: DIRECTOR, AFRICA I DIVISION, D2  
**Pièces jointes:** 2015 Director Africa I Division - D2.pdf



The United Nations is currently looking for qualified candidates for the following position:

**Posting Title: Director, Africa I Division, D2**  
**Department//Office:** Department of Political Affairs  
**Duty Station:** New York  
**Posting Period:** 2 January 2015 - 3 March 2015  
**Job Opening number:** 15-POL-DPA-39710-D-NEW YORK (R)

Please see below attachment for more information on this position.

We kindly request your support in giving this announcement the widest possible circulation. Any assistance in identifying potentially suitable candidates is also highly appreciated. Female candidates are encouraged to apply.

More information on other vacancies can be found on our career portal <http://careers.un.org>.

With thanks for your time and efforts.

Best regards,

Outreach Unit  
Strategic Planning and Staffing Division  
Office of Human Resources Management  
United Nations  
New York  
Email: [talentoutreach@un.org](mailto:talentoutreach@un.org)

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<http://www.youtube.com/watch?v=k-MEIkzPMmE>  
<http://www.youtube.com/watch?v=xyRN-rcSjDk>  
<https://www.youtube.com/watch?v=df6Fs6Gh3aQ>

(See attached file: 2015 Director Africa I Division - D2.pdf)

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06 JAN. 2015



## Job Opening

**Posting Title:** Director, Africa I Division, D2  
**Job Code Title:** DIRECTOR, POLITICAL AFFAIRS  
**Department/ Office:** Department of Political Affairs  
**Duty Station:** NEW YORK  
**Posting Period:** 2 January 2015-3 March 2015  
**Job Opening number:** 15-POL-DPA-39710-D-NEW YORK (R)

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

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### 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.

### Org. Setting and Reporting

This position is located in the Department of Political Affairs (DPA) in the Africa I Division. The Director reports directly to the Assistant Secretary-General (ASG) for Political Affairs, and through him, to the Under-Secretary-General for Political Affairs. The Division covers north-eastern, eastern, central/Great Lakes and southern Africa.

### Responsibilities

Within delegated authority, the Director will be responsible for the following:

- Directs, guides, supervises and coordinates the work of the Division, delegates appropriate responsibility and decision-making authority;
- Contributes to the formulation of the department's overall strategies and policies by participating in various committees, preparing documents on policy issues, and acting, as required, in an advisory capacity to the USG/ASG; contribute to the overall management of the Department's activities and operations.
- Provides leadership to the development of innovative and/or change management programmes.
- Formulates and implement the substantive work of the programme of the Division under his/her supervision, determining priorities, and allocating resources for the completion of outputs and their timely delivery.
- Oversees the management of activities undertaken by the Division, including the formulation and implementation of its annual workplan ensuring that programmed activities are carried out in a timely fashion and co-ordinates work in the different areas both within the Division and Department, and with other organizations of the United Nations System, donors and agencies as appropriate.
- Exercises overall management of timely provision of political analyses, briefing notes, background papers and talking points to the Secretary-General and the Under-Secretary-General and of reports to the General Assembly and Security Council, and other policy-making organs, as appropriate.
- Provides experienced counsel and support to Special Representatives, Coordinators or Envoys of the Secretary-General. Exercises overall management of day to day management of Special Political Missions (SPMs) under the responsibility of the Division, including through regular contacts with SPMs and regular monitoring and support to those missions.
- Coordinates and maintain regular contacts with Member States, regional and sub-regional organisations, other relevant Departments and offices of the UN secretariat, and UN Agencies, Funds and Programmes on issues under the purview of the Division lead, related inter-agency task forces and working groups.
- Reports to intergovernmental bodies on budget/programme performance or on programmatic/substantive issues, as appropriate, particularly those presented in biannual and/or annual reports.
- Manages XB funding.
- Ensures that the outputs produced by the Division maintain high-quality standards; that reports are clear, objective and based on comprehensive data. Ensures that all outputs produced by the office/division under his/her supervision meet required standards before completion to ensure they comply with the relevant mandates.
- Undertakes or oversees the programmatic/administrative tasks necessary for the functioning of the Division, 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 (PAS), interviews of candidates for job openings and evaluation of candidates.
- Oversees the recruitment of staff for Division taking due account geographical and gender balance and other institutional values.
- Ensures that roles, responsibilities and reporting lines are clear to each staff member; manages, guides, develops and trains staff under his/her supervision; foster teamwork and communication among staff in the Division and across organizational boundaries.
- Chairs meetings, seminars, etc., on substantive-related issues; represents the Organization at international, regional, inter-agency meetings, seminars and conference; provides programmatic/substantive expertise on an issue, or holds programmatic/substantive and organizational discussions with representatives of other institutions.
- Perform other related duties as requested by the senior management of the Organization.

#### Competencies

•**Professionalism:** Proven expertise in the sub-regions under the responsibility of the Division (north-eastern, eastern, central/Great Lakes and southern Africa). Demonstrated in-depth knowledge of various aspects of preventive diplomacy. Commitments regarding Security Council resolution 1325 (2000) in the Division. Takes ownership for all responsibilities and honours commitments. Knowledge of the substantive field of work in general and of specific areas being supervised. Shows ability to produce reports and papers on technical issues and to review and edit the work of others. Shows ability to apply UN rules, regulations, policies and guidelines in work situations. 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.

•**Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

•**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.

#### Managerial Competencies

•**Leadership:** Serves as a role model that other people want to follow; empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvements; does not accept the status quo; shows the courage to take unpopular stands. Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing.

•**Judgement/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 impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the Organization; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.

#### Education

Advanced university degree (Master's degree or equivalent) in international relations, international law, social sciences or related area. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

#### Work Experience

Over fifteen years of progressively responsible experience in international political affairs or related area, preferably in an international organization, is required. Five years of field experience in Africa, particularly in a sub-region under the Division is required. Managerial experience at the senior level is required. Experience in mediation of conflicts is required. Experience in managing or supporting complex field missions is desirable.

#### Languages

English and French are the working languages of the United Nations Secretariat. For this post advertised, fluency in English is required. Knowledge of French is desirable. Knowledge of another official UN language is an advantage.

#### Assessment Method

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

**United Nations Considerations**

Job openings posted on the Careers Portal are taken off at midnight (New York time) on the deadline date.

Applications are automatically pre-screened according to the published evaluation criteria of the job opening on the basis of the information provided by applicants. Applications cannot be amended following submission and incomplete applications shall not be considered. The selected candidate will be subject to a reference checking process to verify the information provided in the application.

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" on the upper right side of the browser on Inspira.

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.

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.

**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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