



United Nations Core Values: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

POST DESCRIPTION

Post Title:	Reports Officer
Level:	P-3
Organizational Unit:	UNMIS Police Component
Reporting To:	UNMIS Police Commissioner
Duty Station:	Khartoum, Mission Headquarters
Duration:	12 months

Duties and Responsibilities:

- In compliance with the United Nations Mission in Sudan mandate and within the UNMIS Police Component, the Reports Officer is under the supervision and substantive guidance of the Police Commissioner and is responsible for; Conceptualizing, preparing, consolidating and coordinating all the reports and official documents for the Police Commissioner;
- Review and analyze reports, documents and communication submitted to the office of the Police Commissioner and provide advice and dissemination as necessary to ensure timely action and response; Coordinate with UNMIS Police Section Heads, Chief of Operations and Sector Commanders for timely submission of all reports and other communication to concerned offices within and outside UNMIS;
- Collect, collate and filter all incoming reports from the field for perusal of the Commissioner, prepare Commissioner's daily briefing points, draft and coordinate all reports and facilitate all administrative and operational requirements related to outgoing correspondence with other mission components, including UN agencies, bilateral and relevant international key stakeholders to ensure accurate, professional and high quality reports and documents are produced and submitted as required;
- Maintain close liaison with the office of the SRSG and assist in the preparation and development of police related policies and directives, commissioner's addresses, presentations and speeches in cooperation with the Special Assistant to the Police Commissioner and other staff in the commissioner's office;
- Monitor and analyze current events, public opinion and other major issues of interest to the UNMIS Police component and the Sudanese Police in general and in consultation with the Police Public Information Officer, provide advice to the Police Commissioner on appropriate actions and responses;
- Perform any other duties as may be directed by the Police Commissioner.

Competencies

- **Integrity** - Professionalism and Respect for Diversity are the United Nations core values;
- **Teamwork** - Good interpersonal skills and ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- **Communications** – Diplomacy and demonstrate excellent communication (spoken and written) skills, including the ability to draft/edit a variety of written documents and to articulate ideas in a clear and concise style.
- **Technology Awareness** - Proficiency in the use of computer and relevant software and other applications, e.g. word processing, presentation, and Internet.
- **Planning and Organizing** - Identifies priority activities and assignments, adjusts priorities as required.

Experience/Essentials

Educational Qualification

- A university degree or equivalent, preferably in Criminal Justice, Police Science, International Relations, Public Administration, Law or related field or relevant combination of professional training, including graduation from a certified police academy, professional development courses and relevant professional police experience may be considered in lieu of degree.

Experience

- Minimum of ten (7) years of progressive and active police experience is required;
- Minimum rank of Chief Inspector/Major and above at both field and headquarters level and at least 3 years of active experience at supervisory and strategic level in police administrative, operational and human resource management;
- Highly developed analytical and effective written communication skills and proficient in English language with extensive work experience in the area of communications and public information;
- In-depth understanding of international relations and of UN System, organization and inter-relationships;
- Understanding of UNMIS police mandate;
- Ability to prepare reports and presentations clearly formulating UNMIS Police policy on issues, articulating options and defending recommendations;
- Proficiency in the use of computers and relevant applications (Lotus Notes, Word, Excel and Power Point) is required

Nomination of qualified women candidates is encouraged.

Other Essential Requirements

- Must hold a valid national driving license for motor cars (including 4 x 4 vehicles)
- Excellent physical condition fulfilling all UN medical requirements.

Language

- The language of the mission is English. The officer must be fluent in both written and oral communication.
- Knowledge of Arabic is encouraged.