

United Nations



*Job Description for Position requiring official secondment
from national governments of Member States of the United Nations Organization
Appointments are limited to service on posts financed by
the support account of peacekeeping operations*

Post title and level	Special Assistant to the UN Police Commissioner P-4
Organizational Unit	United Nations Mission in Liberia
Duty Station	Monrovia
Reporting to	Police Commissioner
Duration	8 Months
Deadline for applications	28 April 2017
Job Opening number	DPKO/OROLSI/PD/2017/50148

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

RESPONSIBILITIES:

Under the guidance and supervision of the Police Commissioner (PC), the Special Assistant provides expert policy, planning and coordination support within the Office of the UNMIL PC. Major responsibilities include, but are not limited to: drafting and finalization of policy and other official documents; planning and coordinating the necessary preparations for official meetings and activities of the PC; serving as O/PC focal point for UNPOL units, other Mission Sections and DPKO's Police Division; and serving as the Executive Officer within the Office of the PC.

The Special Assistant shall be responsible for, but not limited to, the performance of the following duties:

- Provide substantive support to the PC in implementing the UNPOL's mandate, keep the PC informed on all matters requiring his/her personal attention, assist in formulating options as to how those matters might be handled, and ensure appropriate follow-up, as directed.
- Provide strategic and managerial support to the PC in developing meeting agendas, including coordination and preparation of background notes, briefing notes, talking points, and reports/notes to the Mission's senior leadership and other United Nations officials;
- Draft official documents for the Police Commissioner and facilitate the clearance and submission of the same. This includes, but is not limited to: code cables; standard operating procedures; directives; input to RBB reports, Secretary-General's reports, UNPOL bi-annual reports, or other any major regular reporting to UNMIL or UNHQs; Coordinate UNPOL staff to ensure the timely submission of reports, tasks and other requirements;
- Liaise and coordinate with host-state counterparts, other UNMIL Sections and/or other UN or non-UN partners when and as advised by the PC;
- Seek legal guidance through the Mission Senior Legal Advisor on behalf of the PC;
- Coordinate the scheduling of official activities of the PC, and accompany them as required;
- First reporting officer for UNPOL and administrative personnel in the Office of the PC.;
- Serve as focal point with DPKO/Police Division;
- Review information/documents received from UNPOL Departments for the attention of the PC, and provide expert advice to inform planning, operational and decision making-processes;

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- Liaise in the coordination of activities among the UNPOL Senior Leadership Team;
- Uphold strict confidentiality in matters pertaining to information accessed through the performance of his/her duties;
- Ensure that UNPOL relevant programs, projects attain the required visibility through official reporting and public information, as advised by the PC;
- Perform any other tasks as delegated by the PC or his designees in fulfilment of the mandate;

COMPETENCIES:

Professionalism: In-depth knowledge, understanding, management and supervision of police strategic planning and management mechanisms in peacekeeping operations; In-depth understanding of the mandate of UNMIL's Police Component, coupled with strong assistance skills, and ability to exercise good judgment; Highly developed advisory, coaching and communication skills; In-depth knowledge of procedures and issues related to organizational management of police components in peacekeeping operations; Familiarity with the prevailing conditions in Liberia; Familiarity with United Nations policies and procedures; shows pride in work and 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 and organizing: Develops clear work plans with goals that are consistent with approved strategies and action plans; identifies priority activities and assignments and 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; manages time efficiently; coordinates and promotes collaboration for efficient and effective delivery of mandated tasks.

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. Possesses ability to communicate effectively with a wide range of international and national agencies and partners, as well as with the people of different national and cultural backgrounds.

Client Orientation: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintain productive partnerships with clients by gaining their trust and respect, identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to be informed and be able to anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client; resolves conflicts by pursuing mutually agreeable solutions.

QUALIFICATIONS:

Education: Advanced university degree (Master's degree or equivalent) in Management, Administration, Law, Criminology, or any other field(s) relevant to the position. A first level university degree coupled with demonstrated relevant experience in law enforcement including at national headquarters level, may be accepted in lieu of the advanced university degree. Graduation from a certified police academy or other law enforcement training institution is required.

Work Experience: Minimum of 7 years (9 years in absence of advanced degree) of relevant progressive responsible experience, including supervisory experience. At least 6 years of active experience in police management, planning and/or administration with extensive strategic planning experience desirable. Mission experience and/or HQs experience in home country or UN is an advantage.

Rank: Superintendent/Lieutenant colonel, equivalent or higher.

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Language: Flucncy in spoken and written English is required. Knowledge of a second UN language is an advantage.

Preference will be given to equally qualified women candidates.

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<http://www.un.org/en/peacekeeping/sites/police>