

United Nations

*Position requires 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 peace operations*

Post title and level	Special Assistant, P-3
Organizational Unit	United Nations Integrated Office in Haiti (BINUH)
Duty Station	Port-au-Prince
Reporting to	Police Commissioner
Duration	12 Month (subject to final approval of BINUH's budget)
Deadline for application	31 August 2019
Job Opening number	2019-BINUH-00002-DPPA

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

RESPONSIBILITIES:

Under the overall supervision of the Police Commissioner (PC), the Special Assistant will be responsible for the following duties:

- Providing substantive support and policy advice to the Police Commissioner;
- Contributing to the proper functioning of the front office of the Police Commissioner including coordinating with other Mission front offices;
- Identifying emerging issues and monitor trends relating to the Police Component mandate, undertake research and provide analysis and recommendations on possible action;
- Contributing to strategic and policy planning, including reviewing, coordinating and preparing policy notes, formulating options to address complex issues and developing strategic proposals - provide wide range of support to the PC;
- Providing administrative and managerial support to the PC in connection with meetings, including contributing to compilation of background notes, briefing papers and talking points, as well as preparing notes on the meetings and as required, drafting reports/notes to the Mission's senior leadership and other United Nations officials;
- Acting as a liaison with other sections of BINUH, including staff and other international organizations on behalf of the PC;
- Participating in and providing inputs into the development of policies and procedures impacting the BINUH Police administrative and strategic goals and the mission mandate;
- Upholding strict confidentiality in matters pertaining to information accessed through the performance of his/her duties;
- Performing other duties as assigned by the PC.

COMPETENCIES:

Professionalism: 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 ensures the equal participation of women and men in all areas of work. Knowledge and understanding of theories, concepts and approaches relevant to democratic policing, law enforcement. Outstanding expert knowledge in the technical field of work in general and in the specific areas being supervised. Ability to apply technical expertise to resolve police related issues and challenges. Strong organizational skills. In-depth understanding of BINUH Police Component mandate, strong analytical skills combined with good judgment, sound knowledge of the challenges of peacekeeping, including an understanding of police operations.

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.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits inputs by genuinely valuing other's ideas and expertise; is willing to learn from others; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

QUALIFICATIONS:

Education: Advanced university degree (Masters or equivalent) in law, political science, international relations, police management, law enforcement, security studies, criminal justice, business or public administration, human resources management, change management, or related area. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree. Graduation from a certified Police Academy or other national or international Law Enforcement Training Institution is required.

Work Experience: A minimum of five years of progressively responsible experience in conflict resolution, or policing service/experience in management and policy including experience as a special assistant to a senior level official. Experience in senior management office protocols and procedures is required. Experience working in a United Nations common system field operation or similar organization or non-governmental organization- in a conflict or post-conflict setting is required. Experience with Haitian culture and tradition is desirable.

Languages: English and French are the working languages of the United Nations Secretariat. For the post adversities, fluency in oral and written French and English is required.

Preference will be given to equally qualified women candidates.

Date of Issuance: 02 August 2019

In accordance with the new Policy on Human Rights Screening of UN Personnel, all individuals who seek to serve with the United Nations are requested to make "self-attestation" that s/he has not committed any serious criminal offences and has not been involved in violations of international human rights or international humanitarian law. The exact wording of the self-attestation is outlined in para. 5.2 of the above mentioned Policy. The final decision on the selection of an individual to serve with the United Nations will also be subject to human rights screening.

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