

United Nations



Job Description for Positions requiring official secondment from national governments of Member States of the United Nations Organization in the area of

Post title and level	Police Adviser (administration), seconded (non-contracted)
Organizational Unit	United Nations Mission in Somalia (UNSO)
Duty Station	Mogadishu with travel within the Mission area
Reporting to	Police Commissioner through the established chain of command
Duration	12 Month (with the possibility to extend)
Deadline for applications	06 April 2020

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

RESPONSIBILITIES:

Under the guidance and direction of the UNSOM Police Commissioner, the police adviser (administration) is responsible for the following actions:

- Drafting reports and correspondence on behalf of the UNSOM Police Section.
- Managing the UNSOM Police Section's Share Drive according to UN regulations and guidelines.
- Collate reports within the section and produce the Daily Situation Report and Weekly Situation Report.
- Assist the Planning Officer to compile the Bi-annual report.
- Record minutes of various meetings and follow up on relevant action points.
- Support the drafting of work plans, including the revision of the Police Concept of Operations.
- Update the Pre-Deployment Information Package (PIP) document.
- Backstop the Administrative Assistant by providing administrative support to Individual Police Officers (IPOs) deployed in UNSOM in accordance with established procedures and instructions.
- Prepare and support arrangements for the arrival of new IPOs to the mission.
- Support UNSOM police leadership on legal issues, including the development of policies and guidelines.
- Perform other duties as may be required by the UNSOM Police leadership within the framework of mandate implementation.

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. Possesses practical proven experience and outstanding expert knowledge in the technical field of work in general and in the specific areas required for the particular posts, demonstrates good judgment in the context of assignments given; able to plan own work and manage work/task priorities. Ability to apply technical expertise to resolve police related issues and challenges. Strong organizational skills. 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 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.

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

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information and keeping people informed. Demonstrates ability to draft/edit a variety of written reports.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits inputs by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; 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. Displays ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

QUALIFICATIONS:

Education: Graduation from Police College or Academy or other recognized law enforcement educational institution is required. Specialized training in administration related field is an advantage. University degree in related field (law, law enforcement, security, business and/or public administration, finances, human resources management, logistics, procurement etc.) is an asset.

Work Experience: A minimum of 10 years of relevant experience in police or other national law enforcement in one or several of the following areas required: police infrastructures administration, fiscal management, budget development, payroll system management, financial auditing, procurement, logistics, asset management, fleet management, tenders and contracts, human resources management, internal affairs, discipline management, audit/inspection of police units, legal support, drafting of police acts, policies and guidelines. Training experience in one of the above areas is an asset. Peacekeeping or other international experience in the UN or other organizations, particularly in the listed areas is an advantage.

Languages: English and French are the working languages of the UN. Fluency in oral and written English is required. Knowledge of another official UN language(s) may be an advantage.

Assessment for Mission Service: All candidates should be cleared through an Assessment for Mission Service (AMS) either by a Selection Assistance and Assessment Team (SAAT) deployed to a Member State or on the basis of an in-mission AMS upon arrival of the candidates. Failure to pass the in-mission assessment will result in candidate's repatriation. All repatriation related expenses in this case are to be borne by the Member State. Therefore, the Member States are strongly encouraged to request a SAAT to conduct an AMS in the Member State prior to the police personnel deployment.

Preference will be given to equally qualified women candidates.

Date of Issuance: 05 March 2020

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

In accordance with the UN 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.