

United Nations Nations Unies

Job Title : Training Officer, P-3
Department / Office : Member States Support Team
Duty station : NEW YORK
Posting period : 16/02/2023 - 17/05/2023
Job Opening Number : DPO/SEC2301P/P-3/11

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

Organizational Setting and Reporting:

This post is located in the Department of Peace Operations (DPO), Policy, Evaluation and Training Division, Integrated Training Service (ITS). The Policy, Evaluation and Training Division (PETD) is mandated to develop and disseminate the policy and doctrine guiding the work of Peacekeeping. In addition, the division has the responsibility to evaluate, at the request of the heads of the departments, how those policies are being applied, gather lessons learned and best practices, and use that information to guide the development, coordination and delivery of standardized training, so as to complete the learning cycle. PETD is also responsible for developing and maintaining strategic cooperation with various UN and external partners. (<https://peacekeeping.un.org/en/departement-of-peacekeeping-operations>).

Responsibilities:

Under the overall supervision of the Chief of Integrated Training Service (ITS), the incumbent is responsible to:

- Plan, coordinate, conduct, evaluate and report on peacekeeping training activities including workshops, courses, and seminars conducted for UN Peacekeeping Operations and for Member States, in UN Mission Headquarters and in Member States.
- Prepare inputs towards the standardization of peacekeeping training in the field and provide support to training cells in field missions;
- Prepare and present briefings on peacekeeping training policy and guidelines to senior management; liaise with Permanent Missions of Member States, and national, regional and international peacekeeping training institutions;
- Plan, coordinate and supervise the execution and evaluation of United Nations DPO support and participation in multinational peacekeeping exercises;
- Provide training assistance, support and guidance to Mission Trainers in UN Peacekeeping Operations both remotely and in the field; develop DPO peacekeeping training policy and staff papers on training issues;
- Develop, maintain and promulgate UN DPO standardised training material for UN Peace Operations; act as project leader for training development projects;
- Manage ITS peacekeeping training databases and websites, participate in the deployment and use of electronic training management systems and promulgate standardised UN peacekeeping training publications;
- Plan, monitor and report expenditures of training activities;
- Deploy to UN field missions and to UN Member States for UN peacekeeping training and evaluation activities.

Competencies:

Professionalism: Thorough knowledge of United Nations peacekeeping operations, including integrated missions. Demonstrated in-depth knowledge of design, development, delivery and management of training for peacekeeping. Ability to conduct independent research and analysis, identify issues, formulate concepts and options and make conclusions and recommendations. Proven skills in management of human and financial resources. Demonstrates accountability and takes responsibility and initiative. Ability to coordinate and liaise with a variety of interlocutors. Ability to produce high quality work with limited supervision and in unfamiliar environments. Knowledge of information and communications technology and its application to the delivery, tracking and evaluation of training. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

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 the audience. Demonstrates openness in sharing information and keeping people informed.

Planning & 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.

Qualifications:

Education: Graduation from a Police Academy or a similar law enforcement institution is required. Advanced university degree (Master's Degree or equivalent) preferably in learning and development, social sciences, management, information technology, information management or related field. First level university degree with a combination of relevant academic qualifications and sufficient experience in the area of training delivery and development may be accepted in lieu of the advanced university degree.

Experience:

The candidate must be in police active service with a current rank of at least Chief Inspector or Major, with at least five years of progressively responsible police experience. A minimum of three years of experience in design, development, and practical delivery of formal training sessions and programmes is required, preferably in a police training establishment or national or regional peacekeeping training centre. At least one year of experience in a UN peacekeeping mission, preferably as a trainer is desirable. Experience in information management or the design, roll-out or maintenance of learning management systems is highly desirable. Qualifying years of experience are calculated following the graduation from the national police academy or similar law enforcement training institution.

Languages:

English and French are the working languages of the United Nations Secretariat. For this post, fluency in written and spoken English is required. Fluency of a second official UN language, preferably French, is desirable.

Assessment Method:

Evaluation of qualified applicants may undergo a technical writing exercise, which may be followed by a competency-based interview depending on the result of the test.

Special Notice:

Circulation of this Job Opening is limited to Member States. Only police officers currently employed in their national service and who have received authorization by their National Authorities to apply for this Job Opening will be considered. Appointment is limited to service within the Department of Peace Operations on posts financed by the support account for peace operations requiring active police service. During their tenure, seconded officers cannot be transferred or be reassigned to other positions within DPO or the UN Secretariat. It should be noted that successful candidates will be offered a two year Fixed-Term appointment which, based on performance and operational needs, may be extended to a third year or in exceptional circumstances to a fourth and final year.

Currently serving seconded active-duty officers are not eligible to apply or be nominated for new seconded positions until separated for at least one year from any last secondment with the UN Secretariat.

Nominations from women candidate are highly encouraged.