

# United Nations



*Job Opening 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*

<b>Post title and level</b>	<b>Special Assistant (P-3)</b>
<b>Organizational Unit</b>	<b>United Nations Multidimensional Integrated Stabilization Mission in the Central African Republic (MINUSCA)</b>
<b>Duty Station</b>	<b>Bangui</b>
<b>Reporting to</b>	<b>Police Commissioner</b>
<b>Duration</b>	<b>12 Months (extendible)</b>
<b>Deadline for applications</b>	<b>14 September 2018</b>
<b>Job Opening number</b>	<b>2018-MINUSCA-89811-DPKO</b>

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

## **RESPONSIBILITIES:**

Under the guidance and supervision of the Police Commissioner, the incumbent will be responsible for:

- Provide strategic and managerial support to the Police Commissioner 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;
- Review information/documents received by the office of the Police Commissioner, and provide expert advice to inform planning, operational and decision making-processes;
- Coordinates with UN Police staff and subordinate unit commanders/team leaders the timely submission of reports and other requirements;
- Upon the advice of the Police Commissioner, coordinates with local counterparts, other agencies/organizations, and other UN agencies;
- Prepare daily schedule of activities for the Police Commissioner and facilitate the preparation of required documents and materials relative to the daily activities;
- Coordinate and facilitate the provision of administrative and operational requirements for the Office of the Police Commissioner.
- Uphold strict confidentiality in matters pertaining to information accessed through the performance of his/her duties;
- Performing any other duties as assigned by the Police Commissioner in fulfillment of the mandate.

## **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. Outstanding expert knowledge in the technical field of work in general and in the specific areas being supervised in particular; strong organizational skills;

experience in the management and administration: ability to review and edit the work of others. Strong coordination and liaison skills.

**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; listen to others, correctly interpret messages from others and responds appropriately; ask 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.

**Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates; provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

## **QUALIFICATIONS:**

**Education:** Advanced university degree (Master's degree or equivalent) in social sciences or other relevant field. A first level university degree with a combination of relevant academic qualifications and extensive senior experience in law enforcement and community safety issues may be accepted in lieu of the advanced university degree. Graduation from a police academy or similar law enforcement training institution is required.

**Work Experience:** A minimum of five years (seven years in absence of advanced degree) of relevant experience in active national law enforcement, including in one or few of the following areas: police administration, project management, office management, operational and administrative planning, policy, guidelines, orders and instructions development - required. Practical experience as a Staff Officer to a senior police leadership, as well as practical experience in interoffice/interagency liaison is highly desirable. Peacekeeping or other international experience in the UN or other organization is desirable.

**Rank:** Rank required is Senior/Chief Inspector, Major, other service equivalent or higher rank.

**Languages:** English and French are the working languages of the UN. For the post advertised, fluency in oral and written French and English is required. Knowledge of an additional official UN language is an advantage.

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**Preference will be given to equally qualified women candidates.**

**Date of Issuance: 20 July 2018**

**In accordance with the 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>