

UNITED NATIONS

Regional Centre for Preventive
Diplomacy for Central Asia

Ashgabat, Turkmenistan



UNRCCA

ОРГАНИЗАЦИЯ
ОБЪЕДИНЕННЫХ НАЦИЙ

Региональный Центр по Превентивной
Дипломатии для Центральной Азии

Ашхабад, Туркменистан

INTERNAL / EXTERNAL VACANCY ANNOUNCEMENT

Vacancy No.	UNRCCA/001/2021	Deadline	06 August 2021
Post Title	Associate Political Affairs Officer	Level	NOB
Organizational Unit	Political Affairs Unit / UNRCCA	Location	Dushanbe, Tajikistan
VA Date:	30 June 2021	Period of Appointment	Initial period of one year

DUTIES AND RESPONSIBILITIES

Under the overall guidance of the SRSG and the direct supervision of the Senior Political Affairs Officer, the incumbent will be responsible to research and support the activities of the mission which includes the management (collection, coordination, analysis and dissemination) of information in order to support decision-making, early warning, policy development and planning for an integrated UN within Mission. S/he generally provides basic analysis on political, socio-economic, and other politically relevant developments in an assigned area.

Within delegated authority, the Associate Political Affairs Officer will be responsible for the following duties:

- Analyses information contained in communications and publications received from different sources, including the press; maintains up-to-date knowledge of events related to political issues in a specified area or subject matter and identifies areas of concern to support the decision-making, early warning, policy development and planning within the Mission.
- Keeps abreast of latest trends and developments in the area of assignment and provides inputs on issues to senior officials and colleagues in the field mission.
- Prepares summaries of articles from a wide variety of sources and draft different correspondence, and sections of reports.
- Monitors political, socio-economic, and other politically relevant developments in an assigned area.
- Provides inputs into political, humanitarian and economic efforts and programmes.
- Creates databases that track project progress and provides other information relevant to assigned area.
- Performs other duties as required.

QUALIFICATIONS AND EXPERIENCE

Education: Advanced university degree (Master's degree or equivalent) in political science, international relations, international economics, law, public administration or other related. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Experience: a minimum of two years of progressively responsible experience in political science international relations, law, disarmament, security, development management, conflict resolution or related area.

Languages: English and French are the official working languages of the United Nations. For this advertised position, fluency in written and spoken English, Tajik and Russian is required; knowledge of the other is desirable.

Other Skills: Familiarity with relevant computer applications (Ms Word, Excel, Power point).

UN CORE VALUES AND COMPETENCIES

Professionalism: Shows pride in work and in 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.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input 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.

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 write clearly and effectively; Listens to others, correctly interprets 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 the audience; Demonstrate openness in sharing information and keeping people informed.

APPLICATIONS

Interested candidates should complete the attached United Nations Personal History form (P.11) and forward it electronically to the following e-mail address by **06 August 2021**:

unrcca-dpa@un.org

Incomplete P.11s will not be processed. Only applicants who are short-listed will receive an acknowledgement within two weeks from the deadline for submission of applications.

Women candidates are encouraged to apply, and in the selection process, preference will be given to equally qualified women candidates.

The necessity for ensuring the highest standards of efficiency, competence and integrity remain the paramount considerations in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.