
MISSION IN COLOMBIA JOB OPENING

Internal / External

Job Title & Level:	ASSOCIATE LIAISON OFFICER, NO-B
Department/Office:	UN MISSION IN COLOMBIA/OFFICE OF THE CHIEF OF STAFF
Location:	FLORENCIA, COLOMBIA
Posting Period:	23 – 29 June 2016
Job Opening Number:	MC-NJO-2016-026

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

The Human Resources Section Invites all interested and qualified candidates to apply for the announced position. All interested Candidates should submit their applications (Personal History Profile – P11) to the Recruitment Unit via email MCrecruitment@un.org

Important Notice: Applicants are required to submit only the P-11 form at this time, so please do not submit any additional documents such as Curriculum Vitae or educational certificates. These documents will be requested only from those candidates who have successfully passed the assessment/interview process.

Organizational Setting and Reporting

These positions are located in the United Nations Mission in Colombia. The Associate Liaison Officer contributes to the humanitarian process by undertaking studies, preparation of documents, building partnerships, developing resource information, and organization of meetings with partners.

Responsibilities:

Within delegated authority, the Associate Liaison Officer will be responsible for the following duties: *(These duties are generic, and may not be performed by all Associate Liaison Officers)*

- Analyzes and presents information gathered from diverse sources on assigned topics/issues.

- Contributes to the preparation of various written documents, e.g. background papers.
- Develops and maintains reference/resource information on specific topics or policy-related issues.
- Assists in the organization of meetings, seminars, conferences, workshops, etc. with other agencies and partners to facilitate exchanges of expertise and views on related to Mission's mandate; serves as reporter to such events.
- Maintains awareness of current developments and related issues, to include relevant political, policy, gender considerations or other developments in specific subject area or region concerned.
- Serves as link with national counterparts / stakeholders.
- Thorough analysis of political, social and economic situation.
- Development of partnerships with NGOs, government institutions, private sector and relevant stakeholders.
- Support effective communication, supports, maintains timely and effective communication with partners.
- Performs other duties as required.

Competencies:

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 information and keeping people informed.

TEAMWORK: Works collaboratively with colleagues to achieve organisational 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.

Education:

An advanced university degree (Master's degree or equivalent) in political science, social science, public administration, international studies, economics, engineering, earth sciences or a related field is required. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience:

A minimum of two years of progressively responsible experience in humanitarian affairs, emergency preparedness, crisis/emergency relief management, rehabilitation, development, or other related area is required.

Languages:

English and French are the working languages of the United Nations. For the position advertised, fluency in Spanish (both oral and written) is required. Working knowledge of English is desirable.