
JOB POSTING DETAILS

Posting Title:	Coordination Officer, NOC
Opening Number:	OSESGY-2018-NJO-010
Department/Office:	Office of the Special Envoy of the Secretary-General for Yemen
Location:	Sana'a, Yemen
Type of Contract:	Fixed-Term
Duration of Contract:	One (1) Year Renewable
Posting period:	Two (2) Weeks (17 September through 1 October 2018)

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

Special Notice:

The Office of the Special Envoy of the Secretary General for Yemen 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 OSESGYrecruitment@un.org.

Important Notice: Applicants are required to submit only the P-11 form at this time since OSESGY is not able to consider a Curriculum Vitae or Resume. Therefore, *[only applications made via the UN P-11 form will be considered](#)*. Additionally, please do not submit any supporting documents such as diplomas / educational certificates. These documents will be requested only from those candidates who have successfully passed the assessment / interview process.#

Org. Setting and Reporting:

This position is located in the Security Sector Section in the Office of the Special Envoy of the Secretary-General to Yemen (OSESG-Yemen). The Coordination Officer will be based in Sana'a, Yemen and will report to the Senior Security Sector Officer.

Responsibilities:

Within limited delegated authority, and under the guidance of the Senior Security Sector Officer, the Coordination Officer will be responsible for performing the following duties:

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- Supports and engages in the development and monitoring of the UN's strategy for mediating a resolution of the conflict and setting conditions for sustainability of a peace agreement; identifies key issues including challenges that require immediate support and advice, takes corrective action as needed and revises the output of subordinate professional staff.
- Represents the Office at regional, national or local level as required, providing strategic insight, analysis and advice, in line with the Office's mandate in the area of security sector, including on military operations, policing, arms control, demobilization and reintegration.
- Maintains communication with Yemeni counterparts, in particular as regards to strategies for advocacy and engagement with national stakeholders to support the peace process and subsequent programming for political and security sector reform;
- Liaises with UN agencies, relevant departments of the Government, international donor community and civil society; facilitates coordination meetings and relevant forums that would enhance the peace process, advocates and promotes the work of the mission.
- Monitors, analyses and reports on trends on political and security sector developments, and in the UN's evolving mediation and programmatic strategies.
- Drafts routine and ad hoc situation reports/briefings.
- Performs any other assigned duties.

Competencies:

Professionalism: Ability to build networks and maintain effective working partnerships with a range of actors at the local level and to positively influence them where appropriate. Ability to analyze political, economic and social factors affecting conflict dynamics at the local level. 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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects 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.

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.

Education:

Advanced University degree (Master's degree or equivalent) preferably in business administration, management, economics, political science or related field. A first level University degree in combination with additional 2 years qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience:

A minimum of five (5) years of progressively responsible experience in Coordination related work with UN Organizations, civil society or military/police related institutions is required. Of these 5 years, a minimum of eighteen months in conflict management and reconciliation, areas related to the security sector reform or other related areas is required. Experience in conflict management, facilitation, mediation or negotiation is desirable

Languages:

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

Assessment Method:

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

United Nations Considerations:

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

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.