

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*

Post title and level	Special Assistant (P-3)
Organizational Unit	United Nations Multidimensional Integrated Stabilisation Mission in Mali (MINUSMA)
Duty Station	Bamako
Reporting to	MINUSMA Police Commissioner
Duration	12 Months (extendible)
Deadline for applications	26 August 2019
Job Opening number	2019-MINUSMA-86886-DPO

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

RESPONSIBILITIES:

Under the supervision and the substantive guidance of the Police Commissioner, the Special Assistant provides sustainable support and experience in planning and coordination activities for UN Police component. Major accountabilities include the drafting and finalization of official documents; planning and coordinating the necessary preparations of all meetings and activities, serving as office focal point to the mission's Senior Legal Advisor on police matters; and serving as the Administrative Officer of the Office of the Police Commissioner. Within the limits of the delegated authority, the Special Assistant shall be responsible but not limited for the following duties:

- Provide managerial support to the Police Component Leadership in developing meeting agendas, including contributing to compilation of background notes, briefing papers and talking points, drafting reports/notes to the mission's senior leadership and other United Nations officials;
- Coordinate various activities and arrangements with the participation of local counterparts and other UN agencies when instructed by the Police Commissioner or Deputy Commissioner;
- Seek legal guidance through the mission Senior Legal Advisor on behalf of the Police Commissioner when necessary;
- Monitor and oversee the timely submission of reports from various pillars of UNPOL and other Mission stakeholders, as well as distribution of the relevant guidance and instructions of Police Commissioner to the UNPOL component.
- Draft official documents for the Police Commissioner and facilitate the clearance and submission of the same;
- Prepare and schedule activities for the Police Commissioner and Deputy Commissioner and accompany him/her as required;
- Manage administrative requirements for the effective operations of the Office of the Police Commissioner and component;
- Serve as Office of Commissioner's focal point with DPKO and Police Division on strategic issues;
- Review and analyse the information received from the Chief Operations, Coordinators, Regional Commanders and Team Sites, and inform the Police Commissioner and his Deputy accordingly;

- Provide the coordination assistance to the UNPOL Senior Management Team in their activities;
- Uphold strict confidentiality in matters pertaining to information accessed through the performance of his/her duties;
- Performs any other duties as assigned by the Police Commissioner or his/her Deputy in fulfilment 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 ensuring the equal participation of women and men in all areas of work. Knowledge and understanding of theories, concepts and approaches relevant to democratic policing, law enforcement; Experience in planning, development and implementation of various policing activities, including office administration. Strong negotiation and conflict-resolution skills. Outstanding expert knowledge in the technical field of work in general and in the specific areas (on legal issues) being supervised in particular; excellent drafting skills and organizational skills; experience in the management and administration: ability to review and edit the work of others.
- **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.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits inputs by genuinely valuing other's ideas and expertise; is willing to learn from others; 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.

QUALIFICATIONS:

Education: Advanced University Degree (Master's or equivalent) in Law enforcement, Criminal Justice, Public and/or Business Administration, Human Resources Management, Social Sciences or other relevant field - required. A first level university degree in one of the above listed areas with a combination of relevant academic qualifications and extensive experience in law enforcement, including planning and administration, practicing law may be accepted in lieu of the advanced university degree. Advanced or first level University Degree in law with a specialization in international and/or criminal law – highly desirable. A degree from a certified police academy or similar law enforcement training institution is required.

Work Experience: A minimum of five (5) years (seven (7) years in absence of advanced degree) of progressively relevant and active policing service/experience in a national or international law enforcement agency at the field and/or national police headquarters level - required; a minimum of three (3) years in the area of police management, planning, strategic planning and administration – required; experience in the practice of law either in an international organization or a government with substantive experience in international and/or criminal law – highly desirable. Practical experience in the capacity of staff officer, assistant or Chef de Cabinet to the senior police officials at the HQ level is an advantage. Knowledge of local legal procedures and understanding of issues related to security sector reform and restructuring and institutional development is desirable. Previous UN or international policing experience is an asset.

Rank: Rank required for a P-3 is Senior/Chief Police Inspector, Major, equivalent or above.

Languages: French and English are the working languages of the UN. For the post advertised, fluency in oral and written English and French is required.

Preference will be given to equally qualified women candidates.

Date of Issuance: 10 July 2019

In accordance with the new 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 final decision on the selection of an individual to serve with the United Nations will also be subject to Human Rights screening.