

UNOPS helps its partners in the United Nations system meet the world's needs for building peace, recovering from disaster, and creating sustainable development. UNOPS is known for its ability to implement complex projects in all types of environments around the globe. In an effort to promote organizational excellence, UNOPS seeks highly qualified individuals for the following position:

**Candidates who have already applied need not reapply**

#### **Vacancy Details**

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Vacancy Code	<b>2009/NAO/MAU/SA/ICA/22-11</b>
Post Title	<b>Special Assistant (Mine Action)</b>
Post Level	<b>IICA II</b>
Org Unit	<b>NAO / Mine Action Unit</b>
Duty Station	<b>New York</b>
Duration	<b>12 months</b>
Closing Date	<b>22 November, 2009</b>

#### **Duties and Responsibilities**

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The Special Assistant to the Sr. Technical Advisor/Team Leader, Mine Action Unit will provide timely analytical information, coherent advice and will have a proven ability to work and act under pressure and with discretion in a politically sensitive and challenging environment. He/She has to have excellent communication and organization skills to manage the substantive and normative agenda. The duties and responsibilities are as follows:

- Manages all internal and external meetings for the Sr. Technical Advisor and ensures that appropriate briefing materials and talking points are prepared.
- Coordinates activities emanating from the Mine Action Unit and assists the Sr. Technical Advisor in all aspects relating to his multiple responsibilities as Team Lead for the Mine Action Unit.
- Disseminates information on the programme activities of the Mine Action Unit and supports the Sr. Technical Advisor in key meetings including preparing records and managing follow up.
- Drafts speaking notes and other materials for presentation by the Sr. Technical Advisor. Supports coordination mechanisms as required.
- Reviews all incoming correspondence and e-mail, organizes them for Sr. Technical Advisor's review and in consultation, drafts replies and/or channels them to appropriate staff for action.
- Undertakes research on cross-cutting issues for which the Sr. Technical Advisor is required to take a position.
- Prepares inputs for reports and other documentation related to the work of the Sr. Technical Advisor
- Liaises with staff, partners and counterparts within and outside the UN to ensure appropriated follow-up on priority actions.
- Maintains and monitors implementation of a "priority actions" chart for the Sr. Technical Advisor
- Assists in preparing weekly meetings of the Mine Action Unit and maintains and monitors a "follow-up Chart" of agreed actions.
- Prepares high-level missions and special events.
- Accompanies the Sr. Technical Advisor on field trips as needed.
- Is responsible for preparing regular reports related to the work and operations of the Mine Action Unit.
- Perform any other official duties and special assignments which may be required by the Sr. Technical Advisor.

## Required Selection Criteria

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### Competencies & Knowledge

- Demonstrates integrity by modeling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of UNOPS
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Sound political judgment as well as diplomacy, impartiality and discretion.
- Promotes knowledge management and a learning environment in the
- Actively works towards continuing personal learning and development in Mine Action, acts on learning plan and applies newly acquired skills.
- Ability to coordinate strategic planning, monitoring and reporting
- Good ICT skills
- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback
- Demonstrates good oral and written communication skills
- Strong teamwork attitude
- Solid ability to organize tasks, to draft reports/correspondence and speaking notes, to plan, to anticipate, and work under pressure
- Ability to extract, interpret and analyze data and resolve operational problems
- Strong capacity to think and act strategically, including solid editorial strengths
- Ability to handle effectively multiple tasks and proven ability to work and act under pressure and with discretion in a politically sensitive and challenging environment

### Education/Experience/Language

- Advanced University Degree (Masters or equivalent) in Social Sciences, Political Science, International Relations, development studies or related subjects or a First University degree in related fields combined with relevant experience in a similar responsible position.
- At least five years of varied progressively responsible experience with international organizations and in managing or working in development or humanitarian projects.
- Knowledge of the International Mine Action Standards (IMAS), UN Mine Action Policies, UN Mine Action Strategy and the Ottawa Treaty is highly desirable.
- A thorough knowledge of UNOPS/UN rules and procedures in project acceptance, contracting, purchasing and recruitment of project personnel is highly desirable.
- Fluency in English with excellent drafting ability in English required. Fluency or knowledge of a second UN language desirable.

## Submission of Applications

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Qualified candidates may submit their application, including a letter of interest, complete Curriculum Vitae and an updated United Nations Personal History Form (P.11) (available on our website), via e-mail to [NaoJobs@unops.org](mailto:NaoJobs@unops.org). Kindly indicate the vacancy number and the post title in the subject line when applying by email.

### Additional Considerations

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- Applications received after the closing date will not be considered.
  - Only those candidates that are short-listed for interviews will be notified.
  - Qualified female candidates are strongly encouraged to apply.
  - UNOPS reserves the right to appoint a candidate at a level below the advertised level of the post.
- Please note that the post is open to all nationals of the country of the duty station and to individuals who have a valid work permit.**
- For more information on UNOPS, please visit the UNOPS website at [www.unops.org](http://www.unops.org).