



Job Opening

Job Title: 2012 YPP EXAMINATION - POLITICAL AFFAIRS, P2
Department/ Office: Department of Management
Duty Station: OTHER; VIENNA; SANTIAGO; ADDIS ABABA; NAIROBI; BANGKOK; NEW YORK; GENEVA
Posting Period: 13 July 2012-12 September 2012
Job Opening number: 12-POL-DM-24427-E-NEW YORK (O)

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

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Org. Setting and Reporting

These positions are located primarily in the Department of Political Affairs (DPA), the Department of Peacekeeping Operations (DPKO), both at Headquarters and in the field and the Office of Disarmament (ODA). They generally report to a Senior Political Affairs Officer.

Responsibilities

The Young Professionals Programme examination in Political Affairs covers a wide range of topics in the areas of peacemaking and preventive diplomacy, political analysis, electoral assistance and other related areas covered by the political affairs arms of the United Nations. If you are successful in the examination, you could be assigned to a job that covers any or a combination of these areas.

The typical job in this area is Associate Political Affairs Officer. Some of the key responsibilities of an Associate Political Affairs Officer would be (These duties are generic and may not be carried out by all Associate Political Affairs Officers.):

- Conducts research and analyses information contained in communications and publications received from different sources, including the press; maintains up-to-date knowledge of events relating to political issues in a specified area or subject matter;
- Prepares briefing notes, background papers and talking points for senior officials.
- Prepares summaries of articles from a wide variety of sources and draft a variety of correspondence, and sections of reports.
- Monitors political, socio-economic and other politically relevant developments in an assigned area, and prepare reports.
- Provides input into political, humanitarian and economic efforts and programmes.
- Creates databases that track project progress and provides other information relevant to assigned area.
- Performs other related duties as required.

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& 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

At least a first-level university degree in the following fields:

1. Main course of study: Social & Behavioural Science

1.1 Fields of study: Economics, Political science, International relations, International economics, International studies, Human Rights, Peace & Conflict studies, Sociology

2 Main course of study: Law

2.1 Fields of study: General Law, History of Law, International Law, Jurisprudence

3 Main course of study: Business & Administration

3.1 Fields of study: Institutional administration, Public administration

4 Main course of study: Humanities

4.1 Field of study: Modern History, History, Philosophy, Area studies

Work Experience

No work experience is required.

Languages

Fluency in one of the working languages of the UN Secretariat, English or French, (both oral and written) is required; knowledge of the other is desirable. Knowledge of another UN official language is an advantage.

Assessment Method

Applications will be screened on the basis of the eligibility criteria. Only the most qualified will be convoked for the written examination. The cost of traveling to the examination centre is to be covered by the examinee. The General Paper is eliminatory, and only examinees who reach the passing score in that part of the examination will have their Specialized Paper marked. Only examinees who are successful in the written examination will be invited to the oral examination. The oral examination will be conducted via video conference (VTC) or skype. The cost of arranging for VTC or skype, if necessary, will be covered by the Organization.

Special Notice

Applying to more than one job family will result in automatic disqualification.

Successful candidates with a first-level university degree but without any relevant work experience will be recruited at the P-1 level, while successful candidates with an advanced university degree or with a first-level university degree and at least two years of relevant work experience will be recruited at the P-2 level.

Late or incomplete applications will not be accepted under any circumstances.

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.

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