Posting Title : Senior Coordination Officer, P5

Job Code Title : SENIOR COORDINATION OFFICER

Department/ Office : Executive Office of the Secretary-General

Location : NEW YORK

Posting Period : 23 January 2017-13 February 2017

Job Opening number : 17-PGM-EOSG-73251-R-NEW YORK

Staffing Exercise : N/A

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

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Special Notice

In keeping with the Secretary-General's emphasis on mobility, candidates who have served with Offices Away from Headquarters, Regional Economic Commissions, Field Operations or Agencies, Funds and Programmes are encouraged to apply. Secretariat staff members selected for a position in the Executive Office of the Secretary-General (EOSG) will retain their current contractual status and they will not retain their right of return to their current post. Those with current appointments limited to a specific Department, Office or Mission and will be given similar appointments limited to service in the EOSG. Likewise, external candidates who are selected will be given appointments limited to service in the EOSG. Staff members are reminded of the provisions contained in ST/SGB/2016/8 (“Placement of staff members serving in the Executive Office of the Secretary-General”), and if covered within the scope of that bulletin, may be placed laterally to any vacant position in any organizational unit or duty station.

Org. Setting And Reporting

The position is located in the Front Office of the Assistant Secretary-General (ASG) for Strategic Coordination, Strategic Coordination Team (STC) in the EOSG. The Senior Coordination Officer reports to the ASG. The ASG, through the Chef-de-Cabinet (C-d-C) and working closely with the line departments, supports the Secretary-General and Deputy-Secretary-General with analysis and advice across political, peacekeeping, humanitarian, human rights and rule of law portfolios.

Responsibilities

Within delegated authority, the Senior Coordination Officer will be responsible for the following duties: - Support the ASG in overseeing and ensuring strategic coordination, coherence and integrated information and analysis in the work of the Political, Peacekeeping,
Humanitarian and Human Rights Unit (PU); the Strategic Planning and Monitoring Unity (SPMU); and the Rule of Law Unit (RoLU); and the Sustainable Development Unit (SDU);—

Support the ASG in developing priority setting, forward planning, strategic analysis, and enterprise risk management;— Contribute to the formulation of the SCT’s overall strategies, policies, programme of work, planning and budgetary processes;— Perform other duties as requested by the EOSG.

**Competencies**

**Professionalism**: Ability to identify key strategic issues, opportunities and risks. Ability to lead and coordinate priority setting, forward planning, and strategic analysis. 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. Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing.

**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.

**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.

**Building Trust**: Provides an environment in which others can talk and act without fear of repercussion; manages in a deliberate and predictable way; operates with transparency; has no hidden agenda; places confidences in colleagues, staff members and clients; gives proper credit to theirs; follows through on agreed upon actions; treats sensitive or confidential information appropriately.

**Judgement/Decision-making**: Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the Organization; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.

**Education**

Advanced university degree (Master's degree or equivalent degree) in public administration, international relations, law, social or political sciences or related areas is required. A first-level university degree in the above specializations, in combination with two additional years of qualifying experience, may be accepted in lieu of the advanced university degree.

**Work Experience**

A minimum of ten years of progressively responsible experience in political analysis, policy
and planning, international relations, peace and security, conflict prevention, humanitarian or human rights work or related fields is required. Experience with the preparation of analytical reports, background papers, and talking points for senior management is required. Experience in strategic formulation for UN peace building or conflict response is required. Five years of field experience obtained outside the applicant's country of nationality in a transitional, developmental, conflict or post conflict setting is highly desirable.

Languages

English and French are the working languages of the UN Secretariat. For the post advertised, fluency in English is required. Knowledge of French is desirable. Knowledge of another UN official language is an advantage.

Assessment

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

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity, including but not limited to, respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to, whether they have committed or are alleged to have committed criminal offences or violations of international human rights law and international humanitarian law. Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places 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. The United Nations Secretariat is a non-smoking environment. Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the At-a-Glance on "The Application Process" and the Instructional Manual for the Applicants, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the inspira account-holder homepage. The screening and evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications, including but not limited to, their education, work experience, and language skills, according to the instructions provided on inspira. Applicants will be disqualified from consideration if they do not demonstrate in their application that they meet the evaluation criteria of the job opening and the applicable internal legislations of the United Nations. Applicants are solely responsible for providing complete and accurate information at the time of application: no amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.
advertised on the Careers Portal will be removed at midnight (New York time) on the deadline date.

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.