



Job Title : Training Officer, P-4
Department / Office : Integrated Training Service
Duty station : NEW YORK
Posting period : 29/05/2024 - 28/08/2024
Job Opening Number : DPO/SEC2401OMA/P-4/19

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

Organizational Setting and Reporting :

This post is located in the Department of Peace Operations (DPO), Policy, Evaluation and Training Division, Integrated Training Service (ITS). The Training Officer reports to the Senior Military Training Officer.

Responsibilities :

The incumbent will be responsible for the following duties:

- Plan, coordinate, conduct, evaluate and report on peacekeeping training activities including workshops, courses, and seminars conducted for UN Peacekeeping Operations and for Member States both in Mission and in UN Member States.
- Prepare and present briefings on peacekeeping training policy and guidelines to senior management.
- Liaise with Permanent Missions of Member States, and national, regional and international peacekeeping training institutions.
- Plan, coordinate and supervise the execution and evaluation of United Nations DPO support and participation in multinational peacekeeping exercises.
- Provide training assistance, support and guidance to Mission Trainers in UN Peacekeeping Operations both remotely and in the field.
- Develop DPO peacekeeping training policy and staff papers on training issues; develop, maintain and promulgate UN DPO standardised training material for UN Peace Operations.
- Act as project leader for training development projects.
- Manage ITS peacekeeping training databases and websites and promulgate standardised UN peacekeeping training publications.
- Plan, monitor and report expenditures of training activities.
- Deploy to UN field missions and to UN Member States for UN peacekeeping training and evaluation activities.
- Perform other related duties as required.
- Undertake these or similar duties anywhere within UN Headquarters, as well as in field missions including deployment to the missions for up to 90 days.

Competencies :

Professionalism: Thorough knowledge of United Nations peacekeeping operations, including integrated missions. Demonstrated in-depth knowledge of design, development, evaluation and management of training for peacekeeping. Ability to conduct independent research and analysis, identify issues, formulate concepts and options and make conclusions and recommendations. Proven skills in management of human and financial resources. Demonstrates accountability and takes responsibility and initiative. Ability to coordinate and liaise with a variety of interlocutors. Ability to produce high quality work with limited supervision and in unfamiliar environments. Knowledge of information and communications technology and its application to the delivery, tracking and evaluation of training. Takes responsibility for incorporating gender perspectives and ensuring equal participation of women and men in all areas 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.

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.

Qualifications :

Education:

Graduate of a National Command and Staff College is required. Advanced university degree (Masters degree or equivalent) preferably in learning and development, social sciences, management or related field is desirable. First level university degree with a combination of relevant academic qualifications and sufficient experience in the area of training delivery and development may be accepted in lieu of the advanced university degree.

Work Experience:

A minimum of seven (7) years of progressively responsible experience in military profession is required. Qualifying years of experience are calculated following the graduation from the national military/defense college or academy. Applicant must be an active service military officer in the rank of Lieutenant Colonel is required equivalent in other services.

A minimum of three years of experience in design, development, and practical delivery of formal training sessions and programmes is required, preferably in a national or regional peacekeeping training centre.

At least one year of experience in a UN peacekeeping mission is required, preferably as a trainer.

Language:

English and French are the working languages of the United Nations Secretariat. For this post, fluency in written and spoken English is required. Fluency of a second official UN language, preferably French, is desirable.

Assessment Method :

Kindly note that you may, as part of the evaluation of your application for this position, be requested to undergo written knowledge-based or technical assessment exercises, which may be followed by a competency-based interview depending on the result of the written test.

Special Notice :

Circulation of this Job Opening is limited to the Member States of the United Nations. Only military officers who are currently employed in their national military service and who have received authorization from their respective national authority to apply for this Job Opening will be considered.

The Appointment is limited to service within the Department of Peace Operations (DPO) on posts financed under the peacekeeping support account requiring active military service. It should be noted that during the period of their secondment to the UN, military officers cannot be reassigned or transferred to any other position in the Department of Peace Operations (DPO) or other parts of the UN Secretariat. Successful candidates will be offered a two-year fixed-term appointment which, based on performance and operational needs, may be extended for a third year or, in exceptional circumstances, a fourth and final year.

Currently serving seconded active-duty officers under a UN contract are not eligible to apply or be nominated for another seconded officer position until after at least one year of separation from their last secondment on a contract with the UN Secretariat. As a result, nominations of currently serving seconded active-duty military officers under a UN contract will not be considered.

Nominations from women candidates are strongly encouraged.