



Job Title : Special Assistant (Military Assistant) to the Chief of Staff, P-4

Department / Office : Office of the Chief of Staff

Duty station : NEW YORK

Posting period : 29/05/2024 - 28/08/2024

Job Opening Number : DPO/SEC2401OMA/P-4/22

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

Organizational Setting and Reporting :

The position is located in the Office of the Military Adviser in the Office of Military Affairs (OMA), Department of Peace Operations (DPO). The incumbent will report and provide direct support to the Chief of Staff in the execution of his or her duties.

Responsibilities :

The incumbent will be responsible for the following duties:

- Conduct research and provide initial and final drafts of documentation for use by the Military Adviser and Chief of Staff during briefings, meetings, conferences and presentations, on a variety of topics related to the activities of the OMA.
- Maintain close contact with military staff in the OMA and field missions.
- Assist the Chief of Staff's communication with the Services and Teams within the OMA and other offices within the Secretariat by organizing and attending informal meetings, and maintaining close coordination with the relevant desk officers to ensure that the Chief of Staff receives accurate and timely information.
- Coordinate and contribute to the development of policy papers, guidelines, and standard operating procedures.
- Participate in working groups on behalf of the Chief of Staff on military related issues.
- Maintain a close link with the Military Advisers to the Permanent Missions to the UN which includes responding to enquiries on military-related matters.
- Provide direct support to the Military Adviser and Deputy Military Adviser when requested.
- Contribute to the drafting/clearing of code cables, reports of the Military Adviser to the UN peacekeeping and political missions in the Field as well as other Offices in the UN Secretariat, in military component mission wide or thematic reports.
- Prepare talking points, speeches, and take notes while accompanying the Military Adviser, the Chief of Staff and other Senior Officials attending high level meetings.
- 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: Possess expertise in the area of appointment, ability to evaluate international political situations; ability to complete in-depth studies and to formulate conclusions; conceptual and analytical skills leading to formulation of policy recommendations; knowledge of the United Nations system, particularly its role in peace operations, a thorough knowledge of mandates, policies and guidelines related to peace operations; expertise in the planning and management of complex peacekeeping operations and an in-depth understanding of their operational, political and procedural aspects; ability to thoroughly analyze and evaluate critical matters pertaining to a broad spectrum of military issues/problems; ability to advise senior officials on approaches and techniques to address complex/sensitive issues; strong negotiating skills and ability to influence others to reach agreement on difficult issues; understanding of military issues related to political, economic, social and human rights programmes in mission areas; ability to work under pressure. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

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.

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.

Qualifications :

Education: Graduation from National Command and Staff College is required. Advanced university degree (Master's degree or equivalent) in military science, political science, international relations, international economics, law, public administration, or related field is required. A first-level university degree (Bachelor's degree or equivalent) with a relevant combination of academic qualifications and two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

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 for at least one year.

Staff experience at the operational or strategic level is required.

Deployment to at least one recent United Nations Peace Operation or equivalent for a minimum period of one year is required.

Experience in command at the Battalion/Regimental Level is desirable.

Experience as military assistant to a senior officer or as an aide-de-camp is desirable.

Experience in a diplomatic environment is desirable.

Languages: English and French are the working languages of the United Nations Secretariat. For the position(s) advertised, fluency in English is required. Knowledge of another official United Nations language is an advantage.

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.