



UNITED NATIONS PEACEKEEPING FORCE IN CYPRUS

Mission Circular No. / 2017 . 0223 -

20 September 2017

TO: All UNFICYP, OSASG and CMP Personnel

FROM: Joel Cohen
Chief of Mission Support

SUBJECT: Extension of deadline Job Opening # 5/2017 – Associate Civil Affairs Officer

1. Please find herewith, the following Job Opening:

<u>Post Title</u>	<u>Office/ Section</u>	<u>Level</u>
Associate Civil Affairs Officer	Civil Affairs Section	NO-B

2. Interested and qualified candidates are encouraged to apply by logging into to the United Nations Career Portal on the following link careers.un.org. Please Search Job Openings with the Category National Professional Officers. The Duty Station is Nicosia, with Job ID **83964**, click on Apply Now. First time users will have to register in order to complete the application process. Candidates must complete the United Nations Personnel History Application Form in English. All applications must be submitted through the INSPIRA website.

3. The Deadline for receipt of applications is **11 October 2017**. Preference will be given to equally qualified women candidates. Only shortlisted candidates shall be contacted by the UNFICYP Human Resources Management Section.

NOTE: This message is a notification. Please open/launch the PDF attachment which serves as the only official communication in this respect. Thank you.

PDF Attachment:

No file attached

Internal Distribution: UNFICYP-SASG-CMP-All Staff

External Distribution:

cc:

bcc:

Status: Drafted



The United Nations Peacekeeping Force in Cyprus invites applications for the post of
-Associate Civil Affairs Officer (NPO-B) -
Extension of Deadline

Org. Setting and Reporting: This position is located in the United Nations Peacekeeping Force in Cyprus (UNFICYP). The Associate Civil Affairs Officer will report to the Civil Affairs Officer and the Chief of Civil Affairs Section. Please note that this position is **not located in Nicosia**. It is located in Sector 1 (Dhenia, Mammari, Limnitis, Kato Pyrgos etc.) or Sector 4 (Famagusta, Deryenia, Pyla, Athienou, etc.) and involves travel between locations. The Associate Civil Affairs Officer must be willing to be based outside of Nicosia. Frequent travel and long working hours are required.

Responsibilities: Under the supervision of the Chief of Section, Civil Affairs / Civil Affairs Officer, the Associate Civil Affairs Officer will be responsible for the following duties:

- Plans, coordinates and facilitates inter-communal activities and interactions in line with Section's programme as well as contributing to the Section's strategic planning.
- Develops and maintains close contact with community-based organizations, civil society representatives and activists, and local government officials, particularly with a focus outside of urban Nicosia.
- Assists the Section to identify and strengthen relationships with local experts and champions of inter-communal interactions and trust-building in support of UNFICYP mandate implementation.
- Suggests opportunities to strengthen civil society actors and organisations working on projects and activities in support of the education, youth, or entrepreneurial fields.
- Monitors and assesses trends and developments in trust-building and key aspects of mandate implementation (both intra-communal and inter-communal). Identifies trends or issues, and proposes corrective action.
- Assists in the coordination of bi-communal/inter-communal activities in the sectors as per the Section's programme and mandate implementation with other local (and international) agencies.
- Maintains statistics and provides regular analysis of programme impact. Drafts relevant sections of mission documents and reports.
- Verifies and presents information obtained from a variety of sources in a logical, orderly and creative manner.
- Demonstrates reliable and accurate adherence to UN financial procedures and timely planning for UNFICYP budget implementation.
- Assists in the coordination of actions relative to obtaining technical assistance/funding support from multilateral and bilateral donors with respect to inter-communal projects.
- Coordinates with other team members to achieve consistency and synergy.
- Performs other related work as required.

Qualifications:

Education: Advanced university degree (Masters or equivalent) in international development, public administration, community development, or social sciences. A first level university degree (Bachelor or equivalent) plus a combination of two (02) additional years of relevant professional experience may be accepted in lieu of the advanced university degree. Valid driving license is required.

Experience: At least 4 years following completion of a first level university degree or two (02) years following completion of an advanced university degree of progressively responsible experience in the field of inter-communal relations, community development, peace-building, or program management, or related area is required. Experience facilitating bi-communal confidence-building activities and addressing issues in the Cyprus context is required. Experience working at the grassroots or rural level is highly desirable.

Language: Fluency in written and spoken English required. **Greek at the mother tongue level is required.** Knowledge of another Cypriot language is an advantage.

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Please visit UNFICYP website www.unficyp.org for full details of the post.*