



UNITED NATIONS PEACEKEEPING FORCE IN CYPRUS

P.O. BOX 25644, 1311 NICOSIA, CYPRUS – TEL: 357-22-614410 FAX: 357-22-614600

Mission Circular No. / 2023-0910

22 June 2023

To: All UNFICYP, OSASG-Cyprus and CMP Personnel

From: for: Joel Cohen 
Chief of Mission Support

Subject: **Job Opening # 210529 – Associate Civil Affairs Officer (NOB)**

1. Please find herewith, the details for the following job opening:

<u>Post Title</u>	<u>Office/ Section</u>
Associate Civil Affairs Officer JO# 210529	Civil Affairs

2. Candidates are required to complete their respective Personal History Profile (PHP) in the Inspira Platform (internal candidates should register and log in through <https://inspira.un.org>, while external candidates should register and log in through <https://careers.un.org>) and submit their application through the Inspira platform no later than **19 July 2023**.

3. Applicants are strongly encouraged to follow “Applicant Guide” under the “Manuals” section in Inspira, when completing their Personal History Profile.



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20 June 2023

Post Title:	Associate Civil Affairs Officer	Work Base:	UNPA
Office:	Civil Affairs Section	Category:	National Officer
Job Opening#:	210529	Level:	NOB
Duty Station:	Nicosia HQ and Sectors	Deadline:	19 July 2023
Type of Contract:	Fixed-Term		

For further details related to the Job Opening, interested applicants are encouraged to visit the following link:

https://inspira.un.org/psc/UNCAREERS/EMPLOYEE/HRMS/c/UN_CUSTOMIZATIONS.UN_JOB_DETAIL.GBL?Page=UN_JOB_DETAIL&Action=A&SiteId=1&JobOpeningId=210529&PostingSeq=1

Posting Title : ASSOCIATE CIVIL AFFAIRS OFFICER, NOB
Job Code Title : ASSOCIATE CIVIL AFFAIRS OFFICER
Department/ Office : United Nations Peacekeeping Force in Cyprus
Duty Station : NICOSIA
Posting Period : 20 June 2023 - 19 July 2023
Job Opening number : 23-CIV-UNFICYP-210529-R-NICOSIA (M)
Staffing Exercise : N/A

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

Org. Setting and Reporting

This position is located in the United Nations Peacekeeping Force in Cyprus (UNFICYP), Nicosia. The incumbent will report to the Chief of Civil Affairs Section or to his/her designate.

Responsibilities

- Establishes and maintains contact with relevant interlocutors. 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.
- Coordinates, plans actions relative to obtaining technical assistance/funding support from multilateral and bilateral donors with respect to inter-communal projects, and facilitates inter-communal activities and interactions in line with the Section's programme as well as contributes to the Section's strategic planning in mandate implementation.
- Collects information at the local level to feed into conflict analysis that underpins operational planning and suggests opportunities to strengthen civil society actors and organizations working on projects and activities of an intercommunal nature. Information is gathered relevant to civil affairs work to identify needs and priorities of local communities. Assists in identifying the concerns and perceptions of the local population.
- Contributes and demonstrates reliable and accurate adherence to overall UN financial procedures and timely planning for UNFICYP budget implementation as required.

- Assists in organizing outreach activities to promote good relations and understanding between Mission's actors and the population. Monitors and assesses trends and developments in trust-building and key aspects of accurate information dissemination on Mission's role and mandate implementation (both intra-communal and inter-communal) with other team members to achieve consistency and synergy.
- Contributes to the evaluation and maintaining of 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.
- Works Closely, 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 in the design and implementation of civic programmes, at the local level, in coordination with bi-communal/inter-communal activities in the sectors, as per the section's programme and mandate implementation with other local (and international) agencies, and identifies trends or issues and proposes corrective action.
- Performs other duties as required, in line with Sector 1 and CAS HQ, Nicosia.

Competencies

Professionalism: Knowledge of the political, social and economic environment in Cyprus and their impact on the mission mandate implementation. Ability to conduct political analysis and to identify and resolve sensitive issues. Proven ability to promote and sustain dialogue between groups with differing views. Ability to contribute to strategic planning processes, including programme design and execution. Knowledge and ability to plan, implement, monitor and account for project funds. Ability to identify sources for data collection and analyse data collected. 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. 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 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.

Client orientation: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view. Establishes and maintains productive partnerships with clients by gaining their trust and respect. Identifies clients' needs and matches them to appropriate solutions. Monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems. Keeps clients informed of progress or setbacks in projects. Meets timeline for delivery of products or services to client.

Education

An advanced university degree (Master's or Doctorate degree, or equivalent) in international development, public administration, community development, social science or related fields is required. A first-level degree (Bachelor's degree or equivalent) in the specified fields of studies with two additional years of relevant work experience may be accepted in lieu of the advanced university degree.

Job Specific Qualifications

Work 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 in international organization is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English and Greek is required. Knowledge of Turkish is desirable.

Assessment

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

Special Notice

Recruitment against this position is on a local basis. Candidates for positions in the National Professional Officer categories must be nationals of Cyprus.

The United Nations Secretariat is committed to achieving 50/50 gender balance and geographical diversity in its staff.

Female candidates are strongly encouraged to apply for this position.

At the United Nations, the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity, with due regard to geographical diversity. All employment decisions are made on the basis of qualifications and organizational needs. The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

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. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

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.

Reasonable accommodation may be provided to applicants with disabilities upon request, to support their participation in the recruitment process.

The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, *inspira*. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the *inspira* account-holder homepage.

The 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 according to the instructions provided in *inspira* to be considered for the current job opening. 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 reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (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.