



The United Nations Peacekeeping Force in Cyprus invites applications for the post of

Associate Civil Affairs Officer (NPO-B, 2 Positions)

This job opening is advertised for two positions: Associate Civil Affairs Officer

Responsibilities: Under the supervision of the Chief of Section, Civil Affairs, 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.
- Assists in the identification of local experts and champions of inter-communal interactions and confidence building in support of UNFICYP mandate implementation.
- Develops and maintains close contact with local government officials, community-based organizations, civil society and religious leaders, etc.
- Monitors confidence-building, bi-communal aspects of mandate implementation. Identifies problems 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, calculates and presents information obtained from a variety of sources in a logical and orderly manner.
- 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.

Competencies:

- **Professionalism:** Knowledge of political, social and economic environment and their impact on a mission mandate implementation. Ability to conduct political analysis and to identify and resolve sensitive issues. Knowledge of operational aspects of national, bilateral or multilateral aid programmes. Ability to identify sources for data collection. 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.

- **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& 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.

Qualifications:

Education: An advanced university degree (Masters or equivalent) in international development, public administration, program management, social sciences or related area is required. A first level university degree (Bachelor or equivalent) in combination with two (2) additional years of relevant professional experience may be accepted in lieu of the advanced university degree.

Experience: At least four (4) years of progressively responsible professional experience in the field of inter-communal relations, peace-building, program management or a related area is required with a first level university degree (Bachelor or equivalent) OR two (2) years' experience with an advanced university degree (Masters or equivalent). Experience in facilitating bi-communal confidence-building activities and addressing issues in the Cyprus context is required.

Language: Fluency in written and spoken English is required. Either Greek or Turkish at the mother tongue level is required and knowledge of the other is an advantage.

Other: Demonstrated ability to work with patience in a complex and politically sensitive arena while maintaining impartiality and confidentiality is required. Willingness to be based outside of Nicosia with frequent travel and long working hours is required. *Please note that these positions are not located in Nicosia. They are located in Sector 1 (Dhenia, Mammari, Limnitis, Kato Pyrgos etc.) or Sector 4 (Famagusta, Deryenia, Pyla, Athienou, etc.)*

Interested and qualified candidates are encouraged to apply by **specifying vacancy announcement # 17/2016. Candidates must complete the United Nations Personnel History form (P11) in English.**
The P.11 form can be downloaded from the UNFICYP website: www.unficy.org under Employment.
Applications to be submitted to:

Chief, Human Resources Management Officer
Email: unficy-national-applications@un.org

*The Deadline for receipt of applications is **11 September 2016**
Preference will be given to equally qualified women candidates.
Only shortlisted candidates shall be contacted by the UNFICYP Human Resources Management Section
Please visit UNFICYP website www.unficy.org for full details of the post.*