
MISSION IN COLOMBIA JOB OPENING

Internal / External

Job Title & Level:	Conduct and Discipline Officer, NO-C
Department/Office:	UN MISSION IN COLOMBIA/MISSION SUPPORT
Location:	BOGOTA, COLOMBIA
Posting Period:	2 weeks (14 to 28 October 2016)
Job Opening Number:	MC-NJO-2016-060

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

The Human Resources Section invites all interested and qualified candidates to apply for the announced position. All interested candidates should submit their applications (Personal History Profile - P11 and/or CVs) and copies of their educational certificates to the Recruitment Unit via email: MCrecruitment@un.org.

Please include also the job opening number of the above position in your e-mail application. Acknowledgment will be sent to short listed candidates only.

Organizational Setting and Reporting:

This position is located in the Office of United Nations Mission in Colombia and is based in Bogota. The Conduct and Discipline Officer will report to the Chief Conduct and Discipline Officer.

Responsibilities

Within delegated authority, the Conduct and Discipline Officer will be responsible for the following duties:

- Identifies trends/patterns, lessons learned and best practices related to conduct and discipline issues with a view to furthering the mission's objectives in policy development, preventive actions and awareness-building initiatives.
- Keeps current on developments and trends in the field of conduct and discipline and contributes to the development of measures to increase awareness of UN peacekeeping personnel about the UN standards of conduct and to prevent instances of misconduct, e.g. assists in the development and implementation of awareness raising programs, including the provision of training on conduct and discipline matters, develops mission-specific measures

to detect personnel misconduct, and ensures compliance with UN standards, proposes strategies for preventive measures, etc.

- Prepares various written outputs, e.g. management briefings, background papers, presentations, analysis, reports and studies, inputs to communications, publications, etc.
- Identify, keep regular contact and carries-out awareness raising programs of the UN system on conduct and discipline in local communities; liaises with relevant parties; proposes follow-up actions; drafts progress and briefing reports.
- Contributes to identifying, establishing and maintaining contacts and partnerships with UN and other actors (national and international) with a view to pursuing the agenda for conduct and discipline activities, including assistance to victims of misconduct, particularly victims of sexual exploitation and abuse.
- Contributes ideas and provides other substantive inputs for the planning, development and implementation of public information and community outreach measures pertaining to conduct and discipline issues.
- Performs other duties as required.

Competencies:

Professionalism: Ability to perform a broad range of administrative functions, e.g., budget/work programme, human resources, database management, etc. Ability to apply knowledge of various United Nations administrative, financial and human resources rules and regulations in work situations. 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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects 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 audience; demonstrates openness in sharing information and keeping people informed.

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.

Judgement and Decision Making: Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the Organization; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines that the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.

Education:

Advanced university degree (Master's degree or equivalent) in the field of social sciences, law, human rights or other related fields. Familiarity with administrative, labor, criminal and/or military laws and principles is desirable. A first-level university degree in combination with 2 additional years of relevant work experience may be accepted in lieu of the advanced university degree.

Experience:

A minimum of five years of progressively responsible experience in positions in the field of law, human rights, social work or similar related fields is required. Experience in gathering and analyzing information and problem-solving is desirable. Experience in the United Nations is desirable.

Languages:

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in Spanish and English is required.

United Nations Considerations

Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have

committed or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law. The United Nations shall place 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. (Charter of the United Nations – Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.