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## MISSION IN COLOMBIA JOB OPENING

### Internal / External

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<b>Job Title &amp; Level:</b>	<b>Protocol Officer NO-C</b>
<b>Department/Office:</b>	<b>UN MISSION IN COLOMBIA</b>
<b>Location:</b>	<b>BOGOTA, COLOMBIA</b>
<b>Posting Period:</b>	<b>One week (from 14 to 21 October 2016)</b>
<b>Job Opening Number:</b>	<b>MC-NTJO-2016-001 (Temporary Job Opening, 6 months)</b>

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

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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: [MCreruitment@un.org](mailto:MCreruitment@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.

Recruitment for this position is subject to funding and Mission Mandate approval.

### Organizational Setting and Reporting:

The position is located in the United Nations Mission in Colombia based in Bogota. The Protocol Officer will report to the Chief of Staff.

### Responsibilities

Within delegated authority, the Protocol Officer will be responsible for the following duties:

- Accompanies the Special Representative of the Secretary General and the Head of the Mission on official internal travel for liaison and protocol matters where required
- Arranges and coordinate all meetings between the Mission officials and local authorities.
- Coordinates logistical requirements to the ceremonies and protocol tasks as may be required.
- Provides protocol assistance for activities of the SRSG, and other senior representatives of the mission as required, in line with their day-to-day programs.
- Organizes mission's external trips as regards to appointment, accommodation, immigration formalities and visa;

- Facilitates liaison between the Mission and the Host Government counterparts as well as the diplomatic community.
- Maintains communication with state protocol.
- Acts as a mission focal point for all communications and coordination with protocol offices within the Government
- Assists and advises the Civilian staff, Military Personnel, UNVs, and International Contractors entry and extension of visas and assists international staff's eligible family members to obtain entry and extension visas.
- Familiarizes staff members with local laws when interacting with local authorities.
- Helps the mission in educating initiatives regarding local customs, values, and traffic rules.
- Helps in obtaining flight clearance through diplomatic mission or ministries.
- Performs other duties, as assigned

### **Competencies:**

**Professionalism:** Ability to analyze developments in the political area. Ability to work under pressure. Proven ability to draft statements, talking points, briefing notes and other documentation on international political issues. 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.

**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.

**Leadership:** Serves as a role model that other people want to follow; empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change

and improvement; does not accept the status quo; shows the courage to take unpopular stands.

**Education:**

Advanced university degree (Master's degree or equivalent) in political science, international relations, public administration, international law or other related field. A first-level university degree in combination with two additional years of qualifying work experience may be accepted in lieu of the advanced university degree.

**Experience:**

A minimum of five years of progressively responsible experience in management or high level interaction. Experience of working with a range of actors within the region is desirable. Previous experience interacting with high level government officials and knowledge of Colombian rules associated with international activities would be advantageous.

**Languages:**

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in oral and written English and Spanish 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.