

---

## MISSION IN COLOMBIA JOB OPENING

### Internal / External

---

**Job Title & Level:** **ASSOCIATE INFORMATION ANALYST, NO-B**

**Department/Office:** **UN MISSION IN COLOMBIA/UNDSS**

**Location:** **BOGOTA, COLOMBIA**

**Posting Period:** **06 - 20 May 2016**

**Job Opening Number:** **MC-NJO-2016-003**

---

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 copies of their educational certificates to the Recruitment Unit via email: [MCrecruitment@un.org](mailto:MCrecruitment@un.org)

Please be advised that only applications made via UN P11 form will be reviewed. Kindly ensure that you include the job opening number for the above position in your e-mail application. Acknowledgement will be sent to the short listed candidates only.

Please also be advised that only Colombian Nationals are eligible to apply for National Job Openings.

#### **Organizational Setting and Reporting**

This position is located in the UNDSS/ UN Mission Integrated Security Section and the Associate Information Analyst will report to the Chief Security adviser / Chief Security Office CSA/CSO

#### **Responsibilities:**

Under the overall direction of the CSA/CSO and within limits of delegated authority, the Associate Information Analyst will be responsible for the following duties:

#### **General:**

1. Information collection

- Assist the CSA/CSO leadership in gathering information in support of the Mission Leadership Team (MLT), as required;
- Leads the UNDSS Analysis and Security Risk Management Unit (ASMRU) and effectively manages the workload and performance of the staff assigned to this unit
- Help identify areas for potential research and analysis. Collate, evaluate and provide short- or long-term analysis on developments/events affecting the implementation of Mission mandate, using sources such as Mission components (civilian, police, military), national military/civilian actors, NGOs, media and other key stakeholders;
- Gather and analyse information on local conflicts, land issues, local political developments, security environment, military developments, presence of foreign armed groups, cross-border illegal activities affecting the peace process;
- Efficiently uses the Security Risk Management (SRM) tool as United Nations Security Management System (UNSMS) analytical process for assessing the operational context of the UN in order to identify the risk level of threats that may affect UN personnel, assets, premises and operations on the basis of which, security management decisions are made.
- Gather in-depth specific information of political, military, religious and civil society leaders in provinces and districts and input such information into the database;
- In coordination with information management and information technology specialists, maintain a system for classifying and storing confidential information;
- Interact constantly with key players on the local military and political environment;
- Participate in fact-finding and other missions to the field assigned by the Chief Security Adviser to collect first-hand security information in the different areas where UNS operates and elaborate the corresponding analysis and reports. Exchange relevant information recollected in the field with counterparts from UNS and other agencies operating in the areas of interests.
- Supports the FSCOs and other security professionals in compiling and revising SRMs as well as analyzing the security situation in their areas of responsibility, as advised by the CSA/CSO.
- Assists UN agencies in crisis management, and compiles specific SRMs in response to crisis, security incidents and special security topics as requested

## 2. Reporting

- Keep abreast with and report on broader country security situation and other developments relevant to the UNSMS in which the UN mission is integrated.
- Contribute to situational awareness by producing timely accurate and analytical reports and briefings to inform the UNDSS leadership and the Security Management Team (SMT)
- Maintain an understanding of the relevant political and security situation in Colombia; follow unfolding events; conduct trend analysis and mid- to long-term predictive analysis; work with colleagues to gather and verify information; and be able to select, confirm, and deliver the relevant information, with a security oriented mindset and in a concise manner (written or oral);

- Presents practical, applicable and relevant security risk management measures and strategies, following the appropriate SRM policies practices and procedures ;
- Presents practical, applicable and relevant security risk management measures and strategies, following the appropriate SRM policies practices and procedures

3. Performs other duties, as assigned.

**Competencies:**

**PROFESSIONALISM:** Proven ability to integrate different perspectives, i.e. political, civil affairs, military, police, security, humanitarian, human rights, gender, child protection perspectives into analytical products. Skills in developing networks for data collection. Demonstrated ability to complete in-depth studies and to formulate conclusions and/or recommendations. 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.

**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.

**Education:**

Advanced university degree (Master's degree or equivalent) in International Relations or a related subject is required.

A first-level university degree in combination with other relevant academic qualifications and/or experience may be accepted in lieu of the advanced university degree.

**Work Experience:**

A minimum of two years of progressively responsible experience in political affairs, civil affairs, humanitarian affairs, human rights, public information/journalism, military, police,

security, crisis operations and management, or related field. Professional experience preparing summary and analytical reports on political and/or security issues is required. Experience working on conflict-related issues is desirable. Experience working in a conflict or post-conflict situation is desirable.

**Languages:**

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English and Spanish (both oral and written) is required. Knowledge of another UN official language is an asset.