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## UNITED NATIONS VERIFICATION MISSION IN COLOMBIA JOB OPENING

### Internal / External

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**Job Title & Level:** Associate Liaison Officer, NO-B

**Department/Office:** UN Verification Mission in Colombia Regional Office San Jose del Guaviare

**Location:** San Jose del Guaviare, COLOMBIA

**Posting Period:** 28 March – 26 April 2022

**Job Opening Number:** UNVMC-NJO-2022-017. Fixed-Term for one year with the possibility of extension

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

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### **IMPORTANT NOTE:**

The Human Resources Unit invites all interested and qualified candidates to apply to the announced position. All interested candidates should submit their applications using the P11 form, which can be found at <https://colombia.unmissions.org/empleo>, or Personal History Form (PHP) **(CVs will NOT be accepted)**. Please review that your application, either **P-11 or PHP** is **properly signed** and has information on your contact details: email address and telephone numbers. You must send your application to the following e-mail address: [mcrecruitment@un.org](mailto:mcrecruitment@un.org)

Please be advised that only applications using the UN P-11 or PHP form will be reviewed. Please do not submit any additional certificates/diplomas, employment letters and other documents at this stage of the application process. **Kindly ensure that you include the job opening number for the above position in your e-mail application.** Only short-listed candidates will be contacted.

**Only Colombian Nationals are eligible to apply for this Job Openings.**

**If you are an internal candidate with a Fixed Term, Continuing or Permanent Appointment within the UN Secretariat, please attach the last 2 performance evaluations to your application. If you are employed by an entity of the United Nations Common System, please indicate your category and level.**

*As per the Secretary General's Gender Parity Strategy, the United Nations Secretariat is committed to achieving 50/50 gender balance. Female candidates are strongly encouraged to apply for this position.*

*#United\_for\_Gender\_Parity. Candidates interested to work for the United Nations Verification Mission in Colombia may wish to check out our Realistic Job Preview videos to get an idea of the living and working conditions in different duty stations in Colombia:*

[https://www.youtube.com/playlist?list=PL-8SckVjg\\_e3073SwTDG1VQf1oLTWfUQ4](https://www.youtube.com/playlist?list=PL-8SckVjg_e3073SwTDG1VQf1oLTWfUQ4)

*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.*

### **Organizational Setting and Reporting**

This position is situated in the San José del Guaviare Regional Office of the United Nations Verification Mission in Colombia (UNVMC) located throughout the Colombian territory. The Associate Liaison Officer contributes to the implementation of the Mission's mandate by producing analysis and reports, building partnerships, developing materials, and organizing meetings with partners. The Associate Liaison Officer reports to the Regional Head of Office.

### **Responsibilities**

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

- Gathers, selects and analyses information contained in communications and publications received from different sources, including the press.
- Maintains up-to-date knowledge of events relating to political issues, in general, and, in particular as they affect the area of assignment and thematic mandates for which the staff member is responsible.
- Keeps abreast of latest trends and developments in the area of assignment and provides inputs on issues to UNVMC Head of the Regional Office and other relevant colleagues, and elsewhere in the Secretariat when required.
- Monitors national and regional level political developments and provides advice to the relevant UNVMC components or UN agencies active on the ground.
- Maintains contacts with other sectors of the UN, other international organizations, and governments on coordination and policy matters.
- Monitors actions taken by intergovernmental groups, UN organizations, government and non-governmental organizations.
- Selects, classifies, and stores in computerized databases information relating to potential disputes and conflicts involving actors in the assigned area of responsibility.
- Participates in fact-finding and other missions within the assigned area of responsibility.
- Prepares meetings of the UNVMC Regional/Sub-Regional Head of Office with local counterparts.
- Ensures that all UNVMC policies are applied and followed thoroughly across all processes, including adherence to UNVMC code of conduct and ethics, and

integrates a gender-sensitive approach in all functions.

- Performs other related duties as required.

### **Core Values**

**Professionalism:** 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.

**Integrity:** Demonstrates the values of the United Nations in daily activities and behaviours. Acts without consideration of personal gain. Resists undue political pressure in decision-making. Does not abuse power or authority. Stands by decisions that are in the Organization's interest, even if they are unpopular. Takes prompt action in cases of unprofessional or unethical behavior.

**Respect for diversity:** Works effectively with people from all backgrounds. Treats all people with dignity and respect. Treats men and women equally. Shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making. Examines own biases and behaviours to avoid stereotypical responses. Does not discriminate against any individual or group.

### **Competencies:**

**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.

**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 the audience. Demonstrates openness in sharing information and keeping people informed.

### **Education**

Advanced university degree (Master's degree or equivalent) in Social Sciences, Political Science, Management or Development, or a related field. A first-level university degree with a combination of two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Professional training in the areas of planning, monitoring and evaluation, facilitation or coordination is desirable.

## **Work Experience**

A minimum of two years of progressively responsible experience in political science, international relations, law, disarmament, security, development management, conflict resolution or related area is required.

Experience working in support of the Colombia peace agreement and with indigenous communities is desirable.

Previous work experience in a field office of the United Nations System and/or social and International Organizations is desirable.

## **Languages**

English and French are the working languages of the United Nations. For the position, fluency in English and Spanish (both oral and written) 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 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.

The United Nations is taking steps to improve gender parity at all levels. We are committed to an inclusive culture and exciting opportunities for women in security therefore, female applicants are highly encouraged to apply.

## **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.