

United Nations Associate Expert Programme



TERMS OF REFERENCE

Associate Expert, P-2

I. General Information

Title:

Associate Expert in Conduct and Discipline (P-2 level)

Sector of Assignment: Conduct and Discipline

Organization/Office:

Department of Field Support / Office of the Assistant Secretary-General / Conduct and Discipline Unit

Duty Station:

New York, USA

Date Required:

As soon as possible

Duration:

1 year (with possible extension for another year)

II. Supervision

Title of Supervisor: Senior Policy Adviser

Content and methodology of supervision: The Associate Expert will be supervised by the Senior Policy Adviser (Deputy-Chief CDU) through direction and tasking on specific projects and activities. These will be based on an agreed work plan. Work streams will be monitored through regular task-specific progress meetings and supporting weekly updates provided to supervisor, as well as periodic updates to the Chief CDU, along with completion of an agreed work plan and implementation of an agreed performance appraisal process.

III. Duties, Responsibilities and Output Expectations

The Associate Expert will be involved in key areas of support to the conduct and discipline function and assist in implementing the program of action as per the report of the Secretary-

General on Special measures for protection from sexual exploitation and sexual abuse (A/67/766).

1. Policy and Guidance on Issues of Conduct and Discipline

- Draft policy and guidance documents on standards of conduct expected from UN staff members and other categories of personnel deployed in field missions, as well as related procedures.
- Continue work in progress to develop an accountability framework and scorecard to achieve more efficient performance by field missions in addressing allegations of misconduct by all categories of personnel.
- Identify gaps in or conflicts between existing policy and guidance documents on matters of conduct and discipline.
- Collect and review information and policies of other departments/offices regarding their impact on conduct and discipline, including sexual exploitation and abuse, and highlight areas in need of additional or revised policy or guidance.
- Support the Deputy and Chief in research and follow up related to ensuring the accountability of United Nations staff and experts on mission with respect to criminal acts committed in field operations.
- Analyze data, including factors contributing to sexual exploitation and abuse and in efforts towards more transparency, and assist with improvements in tracking and reporting.

2. Protection and Assistance to Victims

- Support coordination of the design and implementation of a global advocacy and awareness-raising campaign on the impact of sexual exploitation and abuse on beneficiaries of United Nations' assistance and the local communities.
- Support the development of approaches to training and public awareness that include local community leaders and non-governmental organizations.
- Support engagement with inter-agency partners, Conduct and Discipline Teams, and other field mission offices to develop an integrated approach to providing enhanced access to services for victims, including avenues for legal assistance.

IV. Qualifications and Experience

Education:

Advanced university degree (Masters Degree or equivalent) in the field of social sciences, human rights, law, or related area. A combination of relevant academic qualifications and extensive experience may be accepted in lieu of the advanced university degree.

Work experience:

At least two years working experience with a focus on research, analysis and reporting. Experience with participation in the development of operational guidance is highly desirable.

Languages:

English required; French desirable.

Other skills:

Computer proficiency; Knowledge of UN mandates and activities in peacekeeping would be an asset.

UN competencies:

Professionalism – “ability to work with minimal supervision and to define priorities”, “good research, drafting, analytical and problem-solving skills”.

Planning and Organizing: “identifies priority activities and assignments; adjusts priorities as required”, “allocates appropriate amount of time and resources for completing work”, “monitors and adjusts plans and actions as necessary”.

Teamwork: “works collaboratively with colleagues to achieve organizational goals”, “places team agenda before personal agenda”, “solicits input by genuinely valuing others’ ideas and expertise; is willing to learn from others”.

Accountability: “takes ownership of all responsibilities and honors commitments”, “delivers outputs for which one has responsibility within prescribed time, cost and quality standards”, “operates in compliance with organizational regulations and rules”.

V. Learning Elements

On completion of the assignment, the Associate Expert will have/be able to:

- Increase accountability through the continued development of an accountability policy, a mapping tool and risk management framework to reinforce the Secretary-General’s zero tolerance policy.
- Enhance learning, training, outreach and advocacy for more responsive protection and assistance to victims of sexual exploitation and abuse.

VI. Background Information

The report of the Secretary-General on Special measures for protection from sexual exploitation and sexual abuse (A/67/766) laid out a program of enhanced activities to support implementation of the Secretary-General’s zero-tolerance policy on sexual exploitation and abuse by UN personnel, by: a) ensuring the credibility of the UN’s response through increased transparency and cooperation; b) strengthening governance, oversight and enforcement to achieve greater accountability; and c) enhancing awareness and advocacy towards more responsive protection and support to victims of sexual exploitation and abuse. These are aligned with overall Integrated Conduct and Discipline Framework and with efforts towards making the Conduct and Discipline Unit (CDU) a full- fledged strategic, policy and quality assurance function.

CDU was formally established in the Department of Field Support in 2007, replacing a Conduct and Discipline Team formed in the Department of Peacekeeping Operations in 2005. CDU was launched as part of a package of reforms in United Nations peacekeeping designed to strengthen accountability and uphold the highest standards of conduct.

CDU maintains global oversight of the state of discipline in all peacekeeping operations and special political missions. It provides overall direction for conduct and discipline issues in field missions, including formulating policies, training and outreach activities and handling allegations of misconduct, and providing oversight and guidance to Conduct and Discipline Teams (CDTs)

in field missions.

CDU Staffing as of September 2013 (12 Support Account Posts)

