

United Nations Associate Expert Programme



TERMS OF REFERENCE

Associate Expert ISR-010-16-P017

I. General Information

Title:

Associate Expert/ JPO in Political Affairs, Analyst

Sector of Assignment:

Political Affairs

Organization/Office:

UNSCO/ Regional Affairs Unit

Duty Station:

Jerusalem

[Non-Family Duty Station: yes ☐ / no X]

Date Required:

As soon as possible

Duration:

1 year (with possible extension for another year)

II. Supervision

Title of Supervisor:

Chief of Regional Affairs Unit

Content and methodology of supervision:

Review and explanation of tasks; induction briefings and on-the-job training; guidance and evaluation provided as needed. During the first month of the assignment, the JPO will work jointly with his/her direct supervisor to finalize a work plan. The final work plan will be discussed and mutually agreed upon. The United Nations Performance Appraisal System will serve as a primary platform to evaluate the JPO's performance.

III. Duties, Responsibilities and Output Expectations

The Junior Professional Officer will work in the Regional Affairs Unit of the Office of the UN Special Coordinator for the Middle East Peace Process (UNSCO). A more detailed description of UNSCO can be found in section VI. Background Information.

Under the overall supervision of the Chief, Regional Affairs Unit (RAU) and the daily guidance of the Political Affairs Officers for Israel and Palestine, as well as the Heads of Offices in Gaza and Ramallah, the JPO's responsibilities will include:

Political Analysis and Advice – Participate to the identification, analysis and monitoring of key development and political issues in Israel and Palestine, particularly as they relate to conflict issues in the region, as well as emerging issues with respect to the implementation of UNSCO's mandate; Contribute to assessing implications and making recommendations on possible policies, strategies and other measures to address issues of concern and to advance mandated objectives.

Reporting and Information Management – Contribute to the preparation of summary and analytical reports including, but not limited to, situation reports, briefing notes and notes to file; Participate to the preparation of contextual information materials, such as background notes and political profiles; Contribute to the elaboration of monthly briefings to the Security Council; Contribute to the development of databases and other tools designed to ensure accessibility and utility of information; participate to the elaboration of briefing materials for the Chief RAU and other unit staff on Palestine-focused developments. Contribute to the elaboration of political briefings to be delivered to a variety of interlocutors, potentially including Security Management Team (SMT), Area Security Management Team (ASMT), United Nations Country Team (UNCT), Humanitarian Country Team (HCT) etc.

Planning, Coordination and Facilitation – Participate to the development and maintenance of RAU collaborative relationship with mission components, the authorities, political leaders, civil society actors, the broader UN family and other national and international partners on coordination and policy matters; Contribute to the consultations and cooperation with partners to develop strategies and plans of action to address political challenges, in pursuit of mandated objectives; Maintain communication with UNSCO offices in Gaza and Jerusalem; Monitor, evaluate and report on implementation; Support RAU administrative planning processes, as required.

Perform other relevant duties as required.

IV. Qualifications and Experience

Education:

Advanced university degree in political or social sciences, international relations, law, public administration, or related field.

Work experience:

A minimum of two (2) years of progressively responsible experience in producing political analysis and identifying policy options, or related areas such as working with civil society and/or international relief or peacekeeping operations. Previous knowledge and work on the Middle East is required. Experience working in or with a national government administration is required. Experience at the international level would be particularly well regarded.

Languages:

Fluency in oral and written English is required. Arabic or Hebrew an advantage.

Other skills:

Excellent computer skills, including proficiency in word processing; willingness to learn new technology.

UN competencies:

Professionalism: Ability to develop clear goals that are consistent with agreed strategies, and identify priority activities and assignments; demonstrates professional competence; conscientious and efficient in meeting

commitments and achieving results; excellent analytical skills, with the ability to identify problems, i.e., political, ethnic, social, economic, etc., affecting a country or region.

Communications: Excellent drafting ability and communication skills, both oral and written; proven ability to communicate complex concepts orally; and ability to prepare written reports that are clear, concise and focused; ability to tailor and communicate complex issues, key decisions and positions to a variety of audiences; ability to develop contacts and foster collaboration and coordination with other persons and entities on current initiatives and studies pertinent to the assigned area.

Teamwork: Excellent interpersonal skills; ability to actively participate in and contribute to team endeavors; respects other peoples' ideas and expertise; and willing to learn from others.

Respect for diversity: Demonstrated ability to work in a multicultural, multiethnic environment and to maintain effective working relationships with people of different national and cultural backgrounds; sensitivity and respect for diversity.

Planning and organizing: Ability to establish priorities and to plan, coordinate and monitor own work plan; ability to work under tight deadlines.

V. Learning Elements

Learning Elements

- An in-depth understanding of the work of the United Nations in the field of peace and security, with a focus on conflict prevention and crisis management, including good offices and mediation support;
- Enhanced knowledge of the Middle East region and of the United Nations role there;
- Experience of drafting talking points and other types of communication for senior UN officials, including the Secretary-General;
- Experience in providing analysis and advice to senior UN officials on developments in the Middle East region;
- Experience in producing original research on issues of current geopolitical importance with regard to the Middle East;
- A network of colleagues from the United Nations as well as academia and civil society on issues pertaining to the Middle East region;
- Experience in working in and contributing to the work of a multi-cultural and highly motivated team.

VI. Background Information

The Special Coordinator represents the Secretary-General and leads the UN system in all political and diplomatic efforts related to the peace process, including in the Middle East Quartet. He is assisted by the Deputy Special Coordinator who serves also as both the Resident and Humanitarian Coordinator and coordinates the humanitarian and development work of UN agencies and programmes in the occupied Palestinian territory, in support of the Palestinian Authority and the Palestinian people. UNSCO's staffing table comprises of 66 positions in total, 34 international and 32 national staff.

The Regional Affairs Unit, in which the JPO will work, comprises of 6 positions total, 4 international and 2 national staff. The Regional Affairs Unit (RAU) contributes to the success of UNSCO by providing effective, efficient and timely political reporting and advice to the Special Coordinator, Deputy Special Coordinator, the Department of Political Affairs at United Nations Headquarters in New York and to the Security Council on all aspects of the peace process, including direction of the UN's political positioning on the MEPP. The RAU also maintains and creates new relationships with multiple interlocutors first and foremost from the regional governments, the diplomatic community and representatives of civil society as well as academics and journalists. It further engages with other regional political and peacekeeping missions and offices in the context of UNSCO's regional mandate on the Middle East Peace Process, and the interplay of the Israeli-Palestinian and Arab-Israeli tracks. With the resumption of direct talks between the parties and the reengagement of the Quartet, the RAU leads in the monitoring of all related developments on the ground and in providing advice/analysis and formulation of positions on all final status issues.

