

(UNMIL)

**Vacancy Announcement- Internal/External**

<b>Vacancy#:</b> UNMIL-SUB--GENDER-13-2138	<b>Deadline:</b> 16/08/2013
<b>Post Title:</b> Associate Gender Affairs Officer ( One Position)	<b>Level:</b> NO-B
<b>Organizational Unit:</b> Gender Unit	<b>Location:</b> Monrovia
<b>Initial Appointment:</b> Initial one (1) year subject to funding of the posts and satisfactory performance	<b>IMIS Post #:</b> 57938
	<b>Indicative Minimum Annual Gross Salary:</b> USD 26,290.00
UNMIL invites qualified external/internal applicants to apply for the position highlighted above. Applicants are requested to complete form P.11 available at UNMIL Human Resources Management Section and attach copies of the following: Proof of Liberian nationality (Birth certificate/ Passports), educational certificates and reference letters from previous employers. Incomplete P.11 forms will not be processed. <b>Please note that you can also apply by email to <a href="mailto:unmilrecruitment@un.org">unmilrecruitment@un.org</a>. Kindly note that applications upon receipt will be reviewed and only short-listed candidates will receive acknowledgement.</b>	

**Description of Main Duties:** Under the overall supervision of the Senior Gender Adviser, the Associate Gender Affairs Officer will carry out the following duties:

- Assist in providing communications support to the Senior Gender Advisor by preparing substantive progress reports and documenting results of gender mainstreaming interventions. This includes preparation of UNMIL's inputs into periodic reports of the Secretary-General on implementation of Security Council resolution 1325 (2000) and related resolutions on women peace and security; preparation of quarterly reports on gender and peacekeeping, and daily and weekly Situation Reports
- Assist in providing technical advice on gender mainstreaming to personnel working in different components of the mission
- Assist in implementing gender training activities, including inductions for all levels of staff, and in broadening knowledge and awareness of how to apply the provisions of mandates on women peace and security to operational peacekeeping activities
- Support liaison and partnership-building with relevant government ministries, including the Ministry of Gender and Development, as well as other government agencies and Commissions, and with civil society organisations, including women's organisations
- Support public information and outreach activities to give visibility to UNMIL's work to promote women's rights and gender equality in Liberia and provide assistance for administering a database of contacts
- Assist in maintaining and updating UNMIL's gender webpage, Intranet gender page and in the regular dissemination of information on UNMIL's gender-related work to key partners and stakeholders in Liberia
- Assist in monitoring and evaluating the extent of success of gender mainstreaming activities of the missions through participation in regular field visits to the counties, and assist in monitoring government level progress to promote women's rights and gender equality
- Assist in organizing periodic workshops and policy dialogues with key national and international partners to discuss opportunities for enhancing women's rights and gender equality
- Undertake representational activities as required and assist in preparing talking points for the Senior Gender Adviser for public events
- Undertake other tasks as required

**Competencies:**

**Professionalism** - Good knowledge of and exposure to a range of human rights issues, including protection as well as approaches and techniques to address sensitive problems; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of peace operations; good knowledge of institutional mandates, policies and guidelines related to human rights, including the rights of the child; ability to identify problems, i.e. political, ethnic, racial, gender, social, economic, etc. in a country or geographic area; good analytical and research skills, including ability to evaluate and integrate information from a variety of sources and assess impact on the human rights situation in assigned region/country.

**Planning and Organizing** - Ability to establish priorities and to plan, coordinate and monitor own work plan; Demonstrated ability to apply good judgment in the context of assignments given;

**Communication** - Ability to speak and write in a clear and concise manner, including ability to draft a variety of reports, correspondence, etc.;

**Technological Awareness** - Good computer skills, including proficiency in word processing, spreadsheets, other and relevant software packages;

**Teamwork** - Good interpersonal skills; ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

**Qualifications and Experience:**

**Education** Advanced university degree (Master's degree or equivalent) in humanities and/or development studies or related. A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree.

Qualifications:

Education: Advance University degree in humanities and/or development studies or related field.

Experience: At least 2 years and a master's degree or equivalent (4 years with a BA) of a progressive working experience on gender, human rights, development; strong monitoring, analysis, communication and report writing skills; collaboration and networking skills; ability to work well under pressure and meet tight deadlines; ability to work well in a wide and multi-cultural environment.

Language: Fluency in both oral and written English is required.

**Preference will be given to equally qualified women candidates.**

**Completed detailed applications documentation as specified above referring to**

**Vacancy # UNMIL-SUB-GENDER-13-2138 should be forwarded to the attention of:**

**UNMIL Recruitment Unit, Human Resources Management Section, UNMIL Headquarters, 7<sup>th</sup> Floor, Room # 705F  
Pan African Plaza, Tubman Boulevard, Monrovia**