

UNITED NATIONS



NATIONS UNIES

UNITED NATIONS SUPPORT OFFICE FOR AMISOM

## Job Opening

<b>Posting Title:</b>	CHIEF OF STAFF, D1 (Temporary Job Opening)
<b>Job Code Title:</b>	CHIEF OF STAFF
<b>Department/ Office:</b>	United Nations Support Office for AMISOM
<b>Duty Station:</b>	MOGADISHU
<b>Posting Period:</b>	25 August 2015-1 September 2015
<b>Job Opening number:</b>	15-POL-UNSON-46815-J-MOGADISHU (M)

### Special Notice

#### Notes:

- A current staff member who holds a fixed-term, permanent or continuing appointment may apply for temporary positions no more than one level above his or her current grade.
- Upon separation from service, including, but not limited to, expiration or termination of, or resignation from, a fixed-term, continuing or permanent appointment, a former staff member will be ineligible for re-employment on the basis of a temporary appointment for a period of 31 days following the separation. In the case of separation from service on retirement, a former staff member will be ineligible for re-employment for a period of three months following the separation. This equally applies, mutatis mutandis, with respect to a former or current staff member who has held or holds an appointment in another entity applying the United Nations Staff Regulations and Rules and who applies for a temporary position with the Secretariat.

- While this temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post. An external candidate selected for this position is bound by the prevailing condition of the staff selection system under ST/AI/2010/3, as amended, and ST/AI/2010/4/Rev.1. A staff member holding a temporary appointment who is recruited in the Professional and above categories on a temporary appointment, and placed on a position authorized for one year or longer may not apply for or be reappointed to his/her current position within six months of the end of his/her current service. This provision does not apply to staff members holding temporary appointments and placed on positions authorized for one year or more in duty stations authorized for peacekeeping operations or special political missions.
- The expression “Internal candidates”, shall mean staff members who have been recruited after a competitive examination under staff rule 4.16 or after the advice of a central review body under staff rule 4.15.
- Please note that 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 be 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.
- For information on special post allowance, please refer to ST/AI/1999/17. For more details on the administration of temporary appointments please refer to ST/AI/2010/4/Rev.1.
- The Staff Regulations, Staff Rules and administrative issuances governing staff appointments can be viewed at: [http://www.un.org/hr\\_handbook/English](http://www.un.org/hr_handbook/English).

#### **Org. Setting and Reporting**

The Chief of Staff (CoS) is based in Mogadishu and reports directly to the Special Representative of the Secretary-General (SRSG) of the United Nations Assistance Mission in Somalia (UN SOM). The CoS is responsible for ensuring the integrated and coherent functioning of the mission across all components and locations. To this effect, the CoS oversees the core mechanisms and processes that enable the integrated delivery of UNSOM mandate, in particular strategic and operational planning, policy coordination, senior-level decision-making and information management. The CoS may be requested to perform other relevant dues, as required.

#### **Responsibilities**

Within delegated authority from the SRSG and in close consultation with the DSRSG and the DSRSG/RC/HC, the CoS will be responsible for the following duties:

Ensures the integrated management of UNSOM substantive activities in line with the strategic vision of the SRSG and guidance of the SRSG and the DSRSG and the DSRSG/RC/HC, as appropriate. Leads and oversees the internal management of UNSOM on behalf of, and as directed by the SRSG and the DSRSG and the DSRSG/RC/HC, including the development, advice and promotion of policies and procedures on management issues, taking into account relevant Headquarters policy and best practices. Facilitates the translation of policy intent and high-level direction of UNSOM leadership into viable tasks, and works with components to ensure their effective implementation. Directs and oversees core integrated processes and mechanisms that enable the integrated delivery of UNSOM mandate, including programme management, reform/change management, information management and crisis management. Oversees the coordination of and support to Field Offices, ensuring the implementation of a well-articulated policy for the reporting and management of substantive staff within Field Offices, and regular meetings between heads of Field Offices and UNSOM Headquarters. Serves as the focal point for the Office of the SRSG for all sensitive personnel and management issues, as well as for contacts with the Office of Internal Oversight Services and the Resident Auditor. Serves as interface between UNSOM and the United Nations Support Mission for AMISOM (UNSOA) and Field Personnel Division (FPD/DFS) on all personnel matters, and oversees the recruitment of senior mission leadership appointments. Under the guidance of the SRSG, the DSRSG and the DSRSG/RC/HC, and working closely with the Groups Chiefs, oversees the work of the joint planning unit for the development of integrated strategic and operational plans for mandate implementation, ensuring that they accurately reflect UNSOM mandate, an integrated approach to its fulfilment, and incorporation of mandated cross-cutting issues, such as gender. Ensures a clear understanding between substantive priorities and support capacities; and, liaises with all components to advise and ensure use of the best methods for achieving mission objectives and priorities. In coordination with the Director/UNSOA, ensures an integrated approach to the results based budget process, including alignment with strategic and operational plans and adequate provisions to meet resource requirements, and oversees the process, as it relates to substantive mission components. Periodically reviews, with UNSOM leadership team, the delivery of component work plans, identifying necessary adjustments to mission plans and/or revised assumptions, as appropriate. Provides guidance on United Nations policies and procedures. Coordinates the development and implementation of cross-cutting and management policy among the various components of the Mission, and liaises with the United Nations Country Team on the same, when required. Ensures that advice and information on cross-cutting issues is coordinated with all relevant components of UNSOM prior to submission to the SRSG. Ensures effective functioning of coherent communications structures and systems and serves as the focal point for communication with United Nations Headquarters in New York. Oversees mission-wide, integrated procedures and systems for information analysis and management, including intra-mission information sharing, reporting requirements, security classification, records management and publication of Intranet content. Oversees the proper functioning of UNSOM Coherence and Effectiveness Group that

encompasses the Integrated Analysis Team, the Integrated Information Hub, the Joint Planning Unit and the Translation Unit. Oversees the implementation of knowledge management approaches throughout the mission, such as handover notes, after-action reviews and end-of-assignment reports. In close consultation with the SRSG, DSRSG, DSRSG/RC/HC and Director UNSOA, facilitates discussions between UNSOM and national government on issues related to mission deployment and operations. Advises the SRSG, DSRSG and DSRSG/RC/HC on protocol matters and supervises and provides guidance on the preparation and coordination of official visits. Work implies frequent interaction with the following: Staff within the Office of the SRSG, DSRSGs and their Front Offices, Group Chiefs within UNSOM, heads of field offices within the mission area, heads of United Nations agencies, funds and programmes within the mission area, UNSOA, AMISOM, offices at United Nations Headquarters, as well as representatives of Federal Government of Somalia, the AU Commission, IGAD, the EU and other relevant bilateral and multilateral partners. Results Expected: Integrated delivery of the mission mandate, in particular through strategic and operational planning and implementation, policy coordination, senior-level decision-making and information management.

### Competencies

**Professionalism:** Demonstrated ability to: provide advice in a broad range of strategic, policy, management and administrative issues to senior leadership and management; lead integrated processes; and, ensure the timely delivery of a programme of work. Track record of team building, problem solving and continuous organizational improvement for effective programme delivery. 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.

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits inputs 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 Organising:** 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.

**Building Trust:** Provides an environment in which others can talk and act without fear of repercussion; Manages in a deliberate and predictable way; Operates with transparency; has no hidden agenda; Places confidence in colleagues, staff members and clients; Gives proper

credit to others; Follows through on agreed upon actions; Treats sensitive or confidential information appropriately.

**Judgement/Decision-making:** Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; Gathers relevant information before making a decision; Considers positive and negative impact on others and on the Organization; Proposes a course of action or makes a recommendation based on all available information; Checks assumptions against facts; Determines that the actions proposed will satisfy the expressed and underlying needs for the decision; Makes tough decisions when necessary.

#### **Education**

Advanced university degree (Master's degree or equivalent) in one of the following disciplines: international relations, political science, business administration, public administration, management, law, or military studies. A first level university degree with a relevant combination of academic qualifications and two additional years of experience may be accepted in lieu of the advanced university degree.

#### **Work Experience**

A minimum of 15 years of progressively responsible experience in such areas as: political, social, civil, military or legal affairs, public or business administration, or management is required. Proven track record of leadership and management in multicultural settings, including coordination of interdisciplinary teams is required. Experience serving in a senior advisory or managerial capacity at United Nations Headquarters or in a United Nations field operation is required. Experience serving in a hardship duty station with a high level of insecurity is highly desirable. Experience in inter-agency strategic and operational planning and analysis is desirable. Experience working in partnership with the African Union or another African regional organization is desirable, as is Somalia-specific experience.

#### **Languages**

Fluency in English (both oral and written) is required.

#### **Assessment Method**

Evaluation of qualified candidates may include an informal interview.

#### **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 be 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.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the At-a-Glance on "The Application Process" and the Instructional Manual for the Applicants, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of inspira account-holder homepage.

Applications are pre-screened by the system according to the published requirements of the job opening on the basis of the information provided in the application. In relation to the requirements of the job opening, applicants must provide complete and accurate information pertaining to their qualifications, including their education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at midnight (New York time) on the deadline date.

#### **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.**