UNITED NATIONS INVESTIGATIVE TEAM TO PROMOTE ACCOUNTABILITY FOR CRIMES COMMITTED BY DA'ESH / ISIL

UNITAD

JOB POSTING DETAILS

POSTING TITLE: Assistant Programme Management Officer – NOA

OPENING NUMBER: UNITAD-2020-NPO-011

DEPARTMENT/OFFICE: United Nations Investigative Team to promote accountability for crimes committed by Da'esh / ISIL (UNITAD)

LOCATION: Baghdad

TYPE OF CONTRACT: Temporary

DURATION OF CONTRACT: 4 months with possibility of extension

POSTING PERIOD: 25 August – 1 September 2020

UNITED NATIONS CORE VALUES: Integrity, Professionalism, Respect for Diversity

SPECIAL NOTICE:

UNITAD invites all interested and qualified candidates to apply for the announced position.

IMPORTANT NOTICE: Interested candidates should complete the attached United Nations Personal History form (P.11), and forward electronically at the following email address: UNITAD-Staffing@un.org. Therefore, only applications made via the UN P-11 form will be considered, and incomplete P-11s will not be processed. (CVs and other agencies forms will not be considered either). Additionally, please do not submit any supporting documents such as diplomas /
educational certificates. These documents will be requested only from those candidates who have successfully passed the assessment / interview process.

Posting Title and Opening number MUST be indicated in the subject of your e-mail application.

Short-listed candidates may be requested to sit for written (and/or technical test) in addition to an interview.

Only shortlisted candidates will be contacted and advance to the next stage of the selection process.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

**Org. Setting and Reporting:**

This position is located within the United Nations Investigative Team to Promote Accountability for Crimes Committed by Da'esh/ISIL (UNITAD) and will be based in Duhok, Iraq. The Assistant Programme Management Officer reports to the Head of an Investigation Unit, who acts under the direction of the Director of Investigations and the Head of the Investigation Team.

UNITAD was established by the Secretary-General pursuant to Security Council resolution 2379 (2017), according to which it is mandated to support domestic efforts to hold ISIL (Da'esh) accountable by collecting, preserving and storing evidence in Iraq of acts that may amount to war crimes, crimes against humanity and genocide committed by the terrorist group ISIL (Da'esh) in Iraq.

**Responsibilities:**

Within delegated authority, the Assistant Programme Management Officer will be responsible for the following duties:

- Works with clients to assist in the development, implementation and evaluation of the Shudud application. Monitors and analyzes assigned aspects of project development and implementation related to the Shuhud app;

- Liaises with relevant units within UNITAD and external stakeholders to ensure efficient project implementation. Track the progress of the Shuhud app in supporting the investigative process in general and its role assisting Field Investigation Units. Identify problems and issues to be addressed and recommend corrective actions and track follow-up actions
• Carry out research and collect, analyze and present statistical data and other information gathered from responses to the Shuhud app to support investigations and monitoring and evaluation systems;

• Supports translation activities of survey questions and responses in English, Arabic, and Kurdish in collaboration with other units. issues data collection tools, reviews, analyzes and interprets responses, identifies problems/issues and prepares preliminary conclusions

• Performs consulting assignments by planning and facilitating workshops, through other interactive sessions and assisting in developing the action plan the client will use to manage change.

• Contributes to the preparation of various written outputs, e.g. draft background papers, analytical notes, sections of reports and studies, inputs to publications, etc.

• Provides administrative and substantive support to consultative and other meetings, conferences, including proposing agenda topics, identifying and proposing participants, preparation of background documents and presentations, handling logistics, etc.

• Undertake outreach activities with target communities and participate in the development of training and community engagement workshops and events. Participates in and makes presentations on topics/activities related to the Shuhud app.

• Participates in providing substantive and administrative support to data collection, app development, and related activities;

• Assists in coordination of activities related to budget preparation and preparation of related documents/reports;

• Performs other duties as required;

**Competencies:**

**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.

Communication:

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:

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.

Education:

Advanced university degree (Master’s degree or equivalent) preferably in business administration, management, economics or a related field. A first level university degree with two years of relevant experience may be accepted in lieu of the advanced university degree.

Work Experience:

A minimum of two (2) years of work experience in programme or project administration and management, mission support, logistics, or a related area is required. Prior experience with the United Nations is desirable.

Other Requirements:

Excellent knowledge of Microsoft Office applications including Microsoft Word, PowerPoint and Excel. Ability to use other relevant software (such as information management and/or analysis tools), to organize and access material collected during investigations is desirable. Actively seeks to apply technology appropriate to tasks.

Languages:

English and French are the working languages of the United Nations Secretariat. Fluency in English, Arabic, and Kurdish is required.
**Assessment Method:**

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

**United Nations Considerations:**

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.

**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.