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## JOB POSTING DETAILS

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Posting Title: **Political Affairs Officer, equivalent to P-4**  
Job Code Title: **Political Affairs Officer**  
Department/Office: **OSESGY**  
Location: **Amman, Jordan**  
Posting period:

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### United Nations Core Values: Integrity, Professionalism, Respect for Diversity

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

This position is in the Office of the Special Envoy of the Secretary-General for Yemen (OSESGY). The incumbent will be based in OSESGY HQ in Amman, Jordan and will report to the Deputy Head of the Political Affairs Section.

#### **Responsibilities:**

Within the limits of delegated authority, the Political Affairs Officer will be responsible for performing the following duties:

- Assist the Special Envoy in designing and implementing engagement strategies with relevant partners to support the peace process in Yemen.
- Leads on inclusion strategies for all relevant groups in the peace process, including working with the Senior Gender Adviser on women's engagement;
- Plans and organizes meetings, discussions, conferences, expert groups and other fora, including preparation of background materials and drafting meeting reports
- Represent OSESGY with international stakeholders as appropriate; build and maintain networks with other parts of the UN, international organizations, and the diplomatic community;
- Provide strategic political and policy advice to the UN Special Envoy and OSESGY Senior Leadership; propose policy initiatives and action plans; analyse implications and make recommendations on possible strategies and risk mitigation measures.
- Performs other duties as required.

#### **Core Competencies:**

**Professionalism:** Proven analytical skills and ability to identify peacebuilding challenges and offer proposals for addressing such challenges in the countries on the agenda of PBC; Ability to integrate knowledge of country contexts with broader policy and operational objectives; In-depth understanding of the inter-agency processes relating to peacebuilding; Excellent interpersonal skills and ability to operate effectively across organisational boundaries; Strong negotiations skills and ability to seek and reach agreement in inter-agency processes; Ability to improve processes and procedures relating to PBC engagement with countries on its agenda; and Ability to manage a team and team members; Shows pride in work and in achievements and 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:** Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify, and exhibits interest in having two-way communication; Tailors language, tone, style and format to match the audience; Demonstrates openness in sharing information and keeping people informed.

**Planning and Organizing:** Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments and 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.

**Education:**

An advanced university degree (Master's degree or equivalent) in international relations, communications, administration, social sciences or related area is required. A first-level university degree in combination with two years of qualifying experience may be accepted in lieu of the advanced university degree.

**Work Experience:**

A minimum of seven (7) years of progressively responsible experience in the intergovernmental, political and diplomatic field or related area or related area is required. Experience at the international level is required. Experience in collaboration with Member States, International Financial Institutions and UN Agencies, Funds and Programmes is required. Experience in the Middle East and/or conflict or post-conflict settings is desirable.

**Languages:**

English and French are the working languages of the United Nations. For the position advertised, fluency in English is required; fluency in Arabic (both oral and written) is desirable.

**Assessment:**

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