

United Nations



Job Description for Positions requiring official secondment from United Nations Police officers serving in UNMISS

Post title and level	UNMISS Police Chief Public Information Officer
Organizational Unit	United Nations Mission in South Sudan
Duty Station	UNMISS Police Juba MHQ
Reporting to	Police Commissioner
Duration	During the tenure in UNMISS
Number of posts	One (1)
Deadline for applications	...

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

RESPONSIBILITIES:

Under the authority of the direct supervisor within the organizational structure of the UN Mission Police Component and within the limits of delegated authority, the UNMISS Police Chief PIO will be responsible for, but not limited to, the performances of the following duties:

- Oversights and supervises the office of UNPOL PIO
- Leading, managing and increasing teamwork capacity in the office of UNPOL PIO MHQ;
- With team members, plan UNPOL Public Relations and Information campaigns and strategies;
- With team members, provide inputs to UNPOL Commissioner on communications strategies, including target audiences, messaging and media strategies as well as submit recommendations on measures aimed at enhancing the efficiency of the UN Police information system;
- With team members, develop and implement communication capacity-building plan within program areas as needed to ensure that UNPOL PIO Focal points are receiving communication training, including writing, presentation, multimedia, basic design, photography and media training;
- With team members, draft proposals for topics, issues and activities that could be subject of UNPOL public information efforts through multimedia;
- With team members, prepare and submit regularly UNPOL PIO annual, weekly plan report on public information activities;
- With team members, liaise with UNMISS PIO with the end in view of soliciting support and expert advice in enhancing the public information efforts of the UN Police; close coordination and cooperation with Military PIO, Formed Police Unit (FPU) PI and other relevant components on PIO activities to strengthen the UN Police Public Information Office through electronic publication, availability printing, talk show, broadcast, and multimedia;
- Participate in or lead/ taking photography and videography taking, editing and design visual communication products of UNPOL daily activities, meetings, parades and other official events as well as provide media coverage to all important activities of the UN Police in the states through UNPOL PIO focal points;
- Participate in or lead UNPOL PIO team in writing and editing articles, daily news, produce weekly bulletin, monthly magazine and monthly newsletter, prepare weekly news to UNPOL PIO in New York, update inputs to UNMISS Police website and social media and provide news to Radio Miraya;
- Participate in or lead UNPOL PIO prepare and supervise the production of publicity brochures, handouts, leaflets, promotional videos, photographs, police movies and multimedia programs; printing and providing necessary documents that needed by supervisor or UNPOL SMT;
- Supervise and or with team members conduct the work of UNPOL PIO by operating Graphic Design softwares,

- operating various cameras for photography, write and edit articles as well as Video editing;
- Responsible of the disseminate with dispatch to concerned offices all command policies and guidelines on public information;
- With team members, operating multimedia in particular Social media for UNPOL publication
- With team members, organizing UNPOL's events as well as mission's events;
- With team members, perform other duties as assigned by UNPOL Commissioner;

COMPETENCIES:

Professionalism: Shows pride in work and 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. Possesses practical proven experience and outstanding expert knowledge in the technical field of work in general and in the specific areas required for the posts, demonstrates good judgment in the context of assignments given; able to plan own work and manage work/ task priorities. Ability to apply technical expertise to resolve police related issues and challenges. Strong organizational skills. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Planning and Organizing: 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.

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 audience; demonstrates openness in sharing information and keeping people informed. Demonstrates ability to draft/ edit a variety of written reports.

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. Displays ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

QUALIFICATIONS:

Education: Graduation from Police College or Academy and/ or University degree in related field or a relevant combination of academic qualifications, professional training and experience is required. Having PIO background is preferable.

Work Experience: A minimum of 10 years of active experience from national law enforcement is required in one or several areas of the following areas: Public Relations and Information, Management (including, for example, police institution- and capacity-building), Administration (including, for example, human resource management, administration of police bodies), Police Operations/ Security (including, for example, planning and transnational organized crime), Crime Prevention, Community Policing, Training (training delivery and management, and train-the-trainers) and police communication. Peacekeeping or other international experience in the UN or other organizations is an advantage and having PIO background is desirable.

Languages: English and French are the working languages of the UN. For the post advertised, fluency in oral and written English is required. Knowledge of a second official UN language is an advantage.

Assessment for Mission Service: All candidates should be cleared through an Assessment for Mission Service (AMS) either by a Selection Assistance and Assessment Team (SAAT) deployed to a Member State or on the basis of an in-mission AMS upon arrival of the candidates.

Preference will be given to equally qualified women candidates.

Date of Issuance:

<http://www.un.org/en/peacekeeping/sites/police>



United Nations Mission in the Republic of South Sudan

UNMISS

United Nations Core values: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

POST DESCRIPTION

Post Title: **Team Leader of Crime Analysis / Intelligence Unit**
Organizational Unit: **MHQ Operations**
Reporting to: **Chief of Operations**
Duty Station: **Juba**

Duties and Responsibilities:

Under the general direction of the **Chief of Operations**, the **Team Leader of Crime Analysis/Intelligence Unit** will be responsible for the following:

- Overall management and operation of the mission's Crime Analysis/Intelligence Unit.
- Ensure that personnel and staff within the Crime Analysis/Intelligence Unit operate in the most effective and efficient manner.
- Ensure that personnel and staff within the Crime Analysis/Intelligence Unit operate within the aims and objectives of the Crime Analysis/Intelligence Unit.
- Have overall responsibility for all Crime Analysis/Intelligence Unit personnel and staff including, Regional Crime Analysis/Intelligence Units as applicable. This will include annual performance appraisal reports, and any welfare issues.
- Ensure that the relevant peacekeeping intelligence policy is adopted in respect of intelligence gathering, collation, analyzing and storage of intelligence and that quality packages are disseminated to the appropriate UN offices and partner agencies.
- Formulate Crime Analysis/Intelligence Unit mission policy in relation to the mission mandate
- Ensure that the Crime Analysis/Intelligence Unit provides dynamic intelligence service for its customers including the monitoring and evaluation of the quality of products and services it provided.
- Responsible in the management of Crime Analysis/Intelligence Unit budgets.
- Assess and regularly review the received intelligence, prioritize activities, and ensure the quality, relevance and timeliness of strategic and operational intelligence.
- To develop and cultivate effective working relationships with all relevant agencies and operational units in the mission.
- To ensure that the highest security measures are maintained always in respect of Crime Analysis/Intelligence Unit materials and products.
- To develop, maintain and monitor objectives, activity indicators and performance measures in relation to individual and regional activities.

Qualifications:

- **Education:** Graduated from a certified police-training academy or recognized national police training facility.

- **Work Experience:** At least 5 years of active experience from national law enforcement is required; and at least 2 years relevant experience.
- **Language:** Proficiency in English (both oral and written) is required.

Other Essential Requirements:

- Familiarity with United Nations policies, procedures, and core values.
- Good computer skills.
- Relevant experience of working in a multicultural environment.
- Knowledge of police management; police operations and policing procedures.
- Strong analytical skills combined with good judgment.
- Applicants for this post should possess quality detective and intelligence management, and intelligence operation skills.
- He / She should have considerable experience at command level of leading intelligence units.
- The successful candidate should also possess experience in managing unit or office budgets with high level of diplomacy capable of working within an international environment.
- Previous experience in UN peace operations or international policing assignments, or policing in post conflict environment is an advantage.
- Demonstrates respect for diversity.

Competencies:

- **Professionalism:** Shows pride in work and 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.
- **Planning & Organizing:** 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.
- **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 audience; demonstrates openness in sharing information and keeping people informed.
- **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.



United Nations Core values: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

POST DESCRIPTION

Post Title: **Election Officer** ✓
Level: **Police Advisor (IPO)**
Organizational Unit: **United Nations Mission**
Reporting to: **Chief of Operations**
Duty Station: **United Nations Mission in the Republic of South Sudan**
Duration: **12 months**

Duties and Responsibilities:

Under the general direction of the Chief of Operations Pillar, the Election Officer will be responsible for the following including but not limited to;

- Responsible for the direct supervision of all IPOs serving in the ESU.
- Act as a focal point to coordinate UN Police cooperation with relevant components within the mission, other international actors, and host-state authorities, including UNMISS electoral division, Political Affairs, Human Rights, Logistics, as well as the Joint Mission Analysis Centre (JMAC) and the Joint Operations Centre (JOC), SSNPS, UNMISS force, UNDP, OHCHR, UN Women and others, for election security-related matters.
- Provide advice to PC, D/PC, and the rest of UNMISS police senior management team on all matters related to elections security through UNMISS Police Chief of Operations.
- Coordinate with other UNMISS Police pillars and FOPCs on all matters related to election security.
- Research the domestic legal and operational framework for elections and identify the key domestic actors.
- Ensure that the FOPCs are up to date on all election security matters/plans decided at the MHQ related to their respective field offices through their election security focal points.
- Monitor the progress of each Field office's risk assessments, operational plans, and any other updates through receiving daily and weekly reports from the FOPCs including the subsequent challenges as well that might have an impact on the preparedness of the respective field offices vis a vis their tasks related to election security and inform UNMISS police leadership accordingly for immediate guidance and actions.
- Ensures that all risk assessments and data collected from the Field offices are collated, maintained, and saved in a database (that should be designed for this purpose).
- If required, coordinate with the electoral division and other stakeholders to prepare the Election Operational Plan.

- Ensures that a Mission Security Analysis is prepared and regularly updated, for approval by UNMISS police chief operations before being disseminated to the electoral division and other stakeholders.
- Participate in public information campaign on security in electoral processes.
- When required, Brief the UN police leadership on all electoral and security preparations, respectively.
- Ensure gender considerations are included in all the tasks above.

Qualifications:

Education: Bachelor degree in a field relevant for the function and Graduated from a certified police-training academy or recognized national police training facility.

Work Experience: At least 7 years of active experience from national law enforcement is required, experience in administration or administrative matters is preferred.

Language: Proficiency in English (both oral and written) is required; knowledge of another UN language is an asset.

Other Essential Requirements

- Familiarity with United Nations policies, procedures and core values;
- Good computer skills;
- Good advisory, coaching/mentoring skills, effective negotiation and conflict management skills and good written and other communication skills;
- Good planning and organizational skills, relevant experience of working in a multicultural environment;
- Knowledge of police management; police operations and policing procedures.
- Strong analytical skills combined with good judgment;
- Previous experience in UN peace operations or international policing assignments, or policing in post conflict environment is an advantage.
- Good knowledge of the conditions prevailing in the country of assignment.
- Availability for immediate deployment.

Competencies

- **Professionalism:** Shows pride in work and 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.
- **Planning & Organizing:** 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;

- **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 audience; demonstrates openness in sharing information and keeping people informed.
- **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.



United Nations Mission in South Sudan

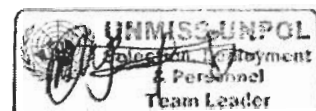
Post title : Projects donor coordination monitoring and evaluation officer
Level : **Seconded (non-contracted)** ✓
Organizational Unit: UNMISS POLICE Component (Capacity Building and Development Pillar)
Duty Station : Juba MHQ
Reporting to : Team Leader Support Unit

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

Job Description of Projects and Donor Coordination/monitoring and Evaluation Officer

Under the authority of the direct supervisor within the organizational structure of the UN Mission Police Component and within the limits of delegated authority, the UN projects Donor Coordination/Monitoring and Evaluation officer is responsible for, but not limited to, the performances of the following duties of the Projects and Donor Coordination /monitoring Evaluation officer under Capacity Building and Development Pillar:

1. Acts as focal point in the coordination of donor support in the UNPOL component of the Mission
2. Coordinates with field offices and relevant stakeholders on the identification needed projects and the facilitation of processes involved of getting them approved and implemented
3. Identifies potential donors/ partners with interests in contributing to SSNPS capacity building agenda in particular projects which seeks to address SGBV and promote Human rights as well as other key related projects and collaborate to advance the implementation of the projects
4. Engages key partners and draft concept notes on areas of collaboration
5. Arranges for meetings with key donors/partners and SSNPS and provides regular updates through the chain of command.
6. Collaborates with relevant stakeholders and represent UNPOL at multi- donor and QIPs review committees' meetings and offers advice on key priority projects to partners and donor community
7. Monitors, reports the progress, on weekly and monthly basis, and maintains database of reports received on projects under implementation in collaboration with donor community and support of the field offices projects Focal point
8. Prepares groundbreaking, completion and handover talking points of projects undertaken for the officiating guest
9. Conducts inspection and evaluation of projects completed with emphasis on its impact to the community as planned



10. Performs other related duties as may be assigned by supervisors

COMPETENCIES:

Professionalism: Shows pride in work and 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. Possesses practical proven experience and outstanding expert knowledge in the technical field of work in general and in the specific areas required for the post in project management, monitoring and evaluation of projects, demonstrates good judgment in the context of assignments given; able to plan own work and manage work/task priorities. Ability to apply technical expertise to defend police related project proposals in Mission Meeting. Strong organizational skills. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Planning and Organizing: 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.

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; tailor language, tone, style, and format to match audience; demonstrates openness in sharing information and keeping people informed. Demonstrates ability to draft/edit a variety of written reports.

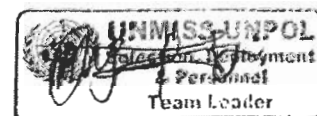
Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits inputs by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings. Displays ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

QUALIFICATIONS: Education: Graduation from Police College or Academy or other recognized law enforcement educational institution is required. University degree in related field (Administration, Logistics and supply chain) is desired.

Work Experience: A minimum of 5 years of active experience from national law enforcement is required in one or several areas of the following areas: Project Management and Capacity Building, Administration, human resource management, administration of police bodies, logistics, financing and budgeting and community policing. Peacekeeping or other international experience in the UN or other organizations is an advantage.

Other Attributes

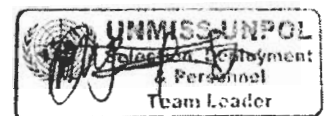
- Experience in working with donor agencies in initiation and implementation of projects and programmatic activities.



- Ability to write good proposals to encourage donor agencies to release funding in support of programmes and projects.
- Ability to engage communities and together identify challenges that affect them.
- Good interpersonal skills.

Languages: Fluency in oral and written English is required. Knowledge of Arabic language in an added advantage

Preference will be given to equally qualified women candidates.





United Nations Core values:
INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY, COMMITMENT TO THE
UNITED NATIONS

POST DESCRIPTION

Post Title:	Advisor, UNPOL Legal Affairs Office of the Police Commissioner
Level:	Seconded (non-contracted)
Organizational Unit:	UNMISS Police Component
Reporting to:	Police Commissioner
Duty Station:	United Nations Mission in the Republic of South Sudan (UNMISS)
Duration:	1 year (Extendible)

Duties and Responsibilities:

Under the guidance and supervision of the Police Commissioner (PC), the **Advisor to Police Commissioner on UNPOL Legal Affairs** will be responsible for the following duties:

Support the PC in interpretation and implementation of the policing-related aspects of the UNMISS mandate. Advise the PC on legal matters arising strictly within the UNPOL activity, assist in controlling the execution of PC's directives on the subject of consistence with UN Security Council Resolutions, mandate, guidelines, policies, Concept of Operations and standard operating procedures regulating UNPOL's activity. Provide substantive support and legal advice to the PC on the matters of UNPOL according to Mandate, Concept of Operations and other mission documentations and policies. Review mission documentations such as guidelines, policies, standard operating policies and directives to address emerging issues of unclarified and uncertainties in such documentations. Monitor trends relating to the mandate, undertake research and provide analysis and recommendations for improving mission documentations. Contribute to strategic and policy planning as well as dealing with cross-cutting issues, including reviewing, coordinating and preparing policy notes, formulating options to address complex issues and developing strategic proposals.

- Provide written or oral advice to the PC on the matters arising from the implementation of mission documentations and procedures related to UNPOL roles and activities;
- Uphold strict confidentiality in matters pertaining to information accessed through the performance of his/her duties;
- Participate in and provide input into the development of policies and procedures impacting the UNMISS Police administrative and procedural goals and the mission mandate;

- Oversee UNPOL directives and other mission documentations on the subject of correct implementation and understanding;
- By the directive of the PC, periodically travel to states of Republic of South Sudan where UNPOL are deployed to lecture on mission documentations related to UN Police activities such as CONOPS, guidelines, policies, SOPs and PC's directives and confirm correct understanding and accurate usage of such documentations;
- Conduct researches and analysis on subject of correct usage and understanding of mission documentations regulating UN Police activities by UN Police.
- Participate in conferences, seminars and trainings related to UN Police issues and the issues of law and regional security with the consent of the PC;
- Provide updates and liaise with UNPOL Head of Pillars regarding legal documentations related to UNPOL activities as ordered by the PC;
- Draft and review directives of the PC on the issues regarding to UN Police activities stemming from the mandate, guidelines, policies and SOPs by the order of the PC;
- Liaise with appropriate authorities of UNMISS, other humanitarian and development partners on matters related to UN Police activities ordered by the PC;
- Perform any other duties assigned by the PC in fulfillment of the UNMISS Mandate.

Experience / Essentials

Experience in legal overview and drafting of documentations regulating Police activity including international peacekeeping experience in legal advising and policy at Mission Headquarters level required;

- Broad knowledge of UN documentations regulating UN police activities and procedures;
- Familiarity with South Sudan environment as well as with UN policies and procedures;
- In-depth understanding of UNMISS police related mandated tasks;
- Experience in providing advice on legal, cross-cutting, strategic issues to senior officials both internal and external to the UN, and preparing/delivering presentations and briefings;
- Experience in research activities related to international law and international humanitarian law, international security and coordinating with other UN agencies and offices within UN peacekeeping;
- Knowledge and understanding of theories, concepts, and approaches relevant to modern democratic Policing.

Other Essential Requirements

Worked at strategic and command levels; knowledge of international law, international humanitarian law and UN Mission legal documentations regulating peacekeeping; knowledge of theories, concepts and approaches relevant to law enforcement, community safety and capacity building; good research, analytical and problem-solving skills. Strong experience and knowledge in drafting SOPs and directives.

Language

English and French are the working languages of the UN. For the post advertised, fluency in oral and written English is required. Knowledge of a second official UN language is an advantage.

Competencies

- **Professionalism:** Shows pride in work and 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.
- **Planning & Organizing:** Ability to review plans and apply provisions of the ordinance and 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;
- **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 audience; demonstrates openness in sharing information and keeping people informed.
- **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.
- **Gender Mainstreaming:** Demonstrate ability to provide leadership and take responsibility for incorporating gender perspectives into substantive work; commitment to the goal of achieving gender balance in staffing.
- **Technological Awareness:** Understands applicability and limitations of technology to the work of the office; actively seeks to apply technology to appropriate tasks.
- **Leadership:** ability to build and lead specialised units on implementation of law enforcement mandates; ability to create a focused and disciplined working

environment through delegation of responsibilities and establishing of effective and efficient divisions of labour.

- **Judgement/Decision making:** Ability to identify key problems for resolutions and organise suitable remedies in a time- and cost-efficient manner.
- **Vision:** Ability to identify strategic goals, objectives, opportunities and risks; ability to inspire and motivate others to pursue the same.

"This job description has been taken over":

Adviser to UNMISS Police Commissioner
on UNPOL Legal Affairs
06/08/2019

Yulia SAFRONOVA