

JOB AD

Posting Title: Information Analyst, Political Affairs, P3

Job Code Title: INFORMATION ANALYST, POLITICAL AFFAIRS

Department/ Office: United Nations Support Mission in Libya

Duty Station: TUNIS

Posting Period: 21 August 2017-20 September 2017

Job Opening number: 17-POL-UNSMIL-84312-R-TUNIS (M)

Staffing Exercise ID: SE7 (POLNET 2017 Semi-Annual 2)

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

Special Notice

Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, **all staff are expected to move periodically** to new functions in their careers in accordance with established rules and procedures.

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.

Extension of the appointment is subject to extension of the mandate and/or the availability of the funds.

Organizational Setting and Reporting

This position is located within the Political Affairs Division of the United Nations Support Mission in Libya (UNSMIL) which is currently located in Tunis, Tunisia. Tunis is classified as an 'A' duty station and a family duty station. Applicants should expect to serve in Libya as the Mission moves forwards with its plan to redeploy staff members into Libya. The incumbent will report directly to the Principal Political Affairs Officer under the overall supervision of the Director of Political Affairs Division at the United Nations Support Mission in Libya (UNSMIL).

Mandate

UNSMIL's mandate as renewed in SC resolution 2323 (2016) of 13 December 2016 includes, as an immediate priority, support to the Libyan political process, as well as the undertaking of: (a) human rights monitoring and reporting; (b) support to key Libyan institutions; and (c) coordination of international assistance.

Responsibilities

Within delegated authority, the incumbent will be responsible for the following duties

Political Analysis and Advice

- **Identify, analyze and monitor** political developments, trends and emerging issues in Libya.
- Help identify areas for potential research and analysis; **collate, evaluate and provide short- or long-term analysis** on developments/events affecting the implementation of the UNSMIL mandate, using sources such as: UNSMIL components, diplomatic community, international and multilateral organizations, NGOs, media and other key stakeholders.

When looking at diplomatic postings, be sure to check the locations of the duty station.

Try to integrate stated values into written statements.

Indicate your flexibility and willingness to relocate.

Be familiar with the mandate- if applying to specific job, treat it as a mission statement and be prepared to reference it during a verbal interview.

Mirror action words in resume and statement.

Highlight experience analyzing and evaluating sources and research.

- Prepare, edit and disseminate information in the form of regular reports, specific papers, incident reports, threat assessments, briefs, incident/trend analysis, scenario papers, profiles and risk maps among others.
- Provide briefings to the Leadership of Political Affairs Division and the Mission Leadership Team, senior UN staff and visiting delegations, as directed.
- Assess implications and make recommendations to senior management on possible policies, strategies and other measures to address issues of concern and to advance mandated objectives.

Reporting and Information Management

- Prepare summary and analytical reports as requested.
- Prepare contextual information materials as requested; Manage information to ensure its accessibility and utility.

Planning, Coordination and Facilitation

- Develop and maintain collaborative relationships with UN Common System colleagues and counterparts, Government representatives, civil society actors, military and law enforcement actors, academic and research institutions, and other national and international partners on information-sharing, policy and coordination matters.
- Consult and cooperate with partners to develop strategies and plans of action to address political challenges, in pursuit of shared objectives; Monitor, evaluate and report on implementation.
- Support preparations for official meetings, events and visits, drafting talking points and speeches for senior UN officials; Participate in fact-finding -and other- missions; Prepare written summaries of meetings/visits and assist with follow-up activities, as appropriate.

Management/Administration

- Contribute to the formulation and implementation of the unit's programme of work.
- Support planning and budgetary processes for current and future field operations.

Perform other relevant duties as required.

Competencies

- Professionalism: Strong analytical skills, and experience in information collection and management; excellent drafting and editing skills with the proven ability to produce cogent reports; proven analytical ability and experience in building information networks in a complex conflict and post conflict environment; ability to produce forward-looking, pre-emptive analytical products and relevant leadership advice; proven ability to integrate different perspectives, inter alia, political, civil affairs, military, police, security, humanitarian, human rights, rule of law, gender, child protection, development,

Highlight experience summarizing large amounts of information and research.

Express comfort with public speaking and presentations.

Connect to research experience and ability to quickly prepared documents.

Mentors, research colleagues, and, in particular, cross-discipline connections or friends can be referenced to show ability to maintain relationships.

Note how often these terms are used.

Highlight any administrative experience or service.

Note the alternative spelling. Can mirror the company/institution format or use whatever spelling you are comfortable with, however, make sure it is consistent.

Try to highlight each listed at least once in statement.

Highlight teaching experience and preparation of pedagogy tools if relevant.

environmental and electoral affairs, into analytical products; ability to coordinate with many different actors in both the Mission and the UN system, to develop and foster collaboration and contact networks and to work in a multicultural, multi-ethnic environment and maintain effective working relations with people of different national, professional and cultural backgrounds; 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. Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

- Integrity: Demonstrates the values of the United Nations in daily activities and behaviours; acts without consideration of personal gain; resists undue political pressure in decision-making; does not abuse power or authority; stands by decisions that are in the Organization's interest, even if they are unpopular; takes prompt action in cases of unprofessional or unethical behaviour.
- Respect for Diversity: Works effectively with people from all backgrounds; treats all people with dignity and respect; treats men and women equally; shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making; examines own biases and behaviours to avoid stereotypical responses; does not discriminate against any individual or group.
- 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 input 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.

Education

- Advanced university degree (Master's degree or equivalent) in social sciences, political science, international relations, public administration, anthropology, law, economics or related area.
- A first-level university degree in combination with additional two years of qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

Required experience

Higher Ed system fosters this-- look at university mission statements for language relevant to your institution.

Equate to academic integrity if no other experience.

- A minimum of five years of progressively responsible experience in political or international affairs work, political, information analysis, political journalism, development, security (military or police) operations, diplomacy, or related field.

- Experience drafting high quality, accurate documents in English under tight deadlines.

- Experience working in a multicultural and multidisciplinary team.

Desired Experience

- Experience working in a field operation in an international organization, non-governmental organization, or within the United Nations common system (inclusive of peacekeeping, political missions and UN agencies, funds, and programs) in a conflict or post-conflict setting.

- Experience in the Middle East and North African region.

- Experience in countries undergoing political transition.

Languages

- English and French are the working languages of the United Nations Secretariat.

- For the position advertised, fluency in English is required.

- Fluency in Arabic is desirable.

Assessment

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

Core values and competencies will be assessed throughout the evaluation process.

Can use research or field experience- include volunteer work and or in-country experience, particularly if it was solo.

Can list out country experience if varied beyond resume-- be prepared to speak to/detail experiences if requested.

For international organizations make sure to include English in language proficiency lists.

As most diplomatic positions require intensive interview vetting, cover or interest letters can be shorter.

RESUME

Allison Hancock

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Education

Columbia University, New York, New York

Ph.D., Political Science with special minor in Political Economic Theory May 2017

M. Phil., Political Science May 2014

M.A., Political Science February 2014

Fordham University, Bronx, New York

M.A. International Political Economy and Development August 2012

Florida State University, Tallahassee, Florida

B.A., Economics May 2006

Relevant Experience

Volunteers for Economic Growth Alliance, Youth Enterprise Leaders Program

Volunteer, Douala, Cameroon 2016

- Assisted in the development and launch of Youth Enterprise Leaders Program (YELP) program in Cameroon, which encourages youth and young adults (15-25) in Cameroon to remain in school and introduces them to entrepreneurship;
- Taught financial skills and provided training on basic finances, accounting and math skills to assist and encouraged YELP participants to persevere education and use skills to become financially independent small business owners who can contribute to the economy.

Columbia University

Teaching Fellow, New York, New York 2014-2016

- Instructor of Economics I and basic Macroeconomics to undergraduate students;
- Lectured multiple sections, held office hours, and was responsible for undergraduate coursework (grading, research, etc.).

Columbia University

Research Assistant, New York, New York 2013-2014

- Act as research assistant for leading faculty member in the field of Normative Political Theory;
- Evaluate and prepare research analyses of relevant documents, books, and other materials for supervisor's reference;

- Manage materials and citations and prepare reference information, including annotated bibliographies, on request;
- Consult with relevant offices and institutions to share and gather relevant sources, new information, and investigate future research topics.

Peace Corps Senegal, Community Economic Development

Urban and Regional Planning Volunteer, Matam, Senegal

2008- 2010

- Assessed the impact of planned activities or economic and environmental development on communities;
- Assisted in infrastructure planning for primary and secondary cities;
- Assisted with the creation and control of project budgets;
- Coached individuals to apply business skills to a new or existing income generating activity;
- Trained organizations to improve their performance and organizational learning capacity;
- Trained organizations in project planning, design and management;
- Encouraged economic opportunities within the community.
- Helped local entities with strategic planning and program assessment and promote active community participation.

Peace Corps Morocco

Youth Development Volunteer, Fes, Morocco

2008

- Implemented community needs analysis framework to meet gender, economic, health, and social development needs
- Taught content-based English, aerobics, and yoga at youth and women's centers

National Bureau of Economic Research

Research Assistant, Cambridge, Massachusetts

2006-2007

- Develop a competitiveness index to measure the capacity of innovation of industries such as Mining, Banking, Apparel and Textiles. This approach enhanced the quality and diversity of the country's exports of nontraditional sectors
- Collect and analyze data of 43 banks - National and States - in the 20th century in order to create models to measure the New York Stock Exchange (NYSE) response to new industry information during the 20th century

Skills

Languages: Proficient in English, French, and Mandingo; conversational in Arabic; basic Berber and Spanish and Filipino

Country/International Experience: Cameroon, Mauritania, Senegal, Gambia, Guinea, Guinea-Bissau, Nigeria, Egypt, Philippines

Software: Microsoft Office Suite, Microsoft Office 365 for Non-Profits, Google Suite, JobAid, WordPress, QuickBooks, QGIS, iForm, STATA, SPSS, and SAS

COVER LETTER

Allison Hancock

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Dear Sir or Madam;

As someone who has dedicated her life to the research of politics and foreign intervention in Africa, it is with great interest that I read the posting for a Political Affairs, P3 position in Tunis, Tunisia. I have widespread experience with both the area and fit the qualifications you are seeking in an Information Analyst, my academic background and roles within the Peace Corps and serving a research assistant particularly aligning with the position and the UNSMIL's mandate. I am certain I would make a valuable addition and contribution to the Political Affairs Division.

With almost 10 years' experience working in, research, and traveling extensively in Western and Northern Africa, I am extremely experienced in managing information and developing and facilitating local relationships to further a project or mission. Serving in the Peace Corps in Morocco and Senegal and as a volunteer for VEGA, I assessed and worked with community and governmental organizations in the field, implementing programs and sharing development frameworks that bolstered development and local infrastructure. This provided me the opportunity to work within the community and track progress in real time on the ground, leveraging and partnering with various stakeholders, both local and foreign. This sort of mindful, mission-based development couched in the principles of integrity and grounded in the needs of the citizens and served, was a competency I purposefully focused on during my time in the Fordham IPED program, and something that draws me to service with the United Nations.

Along with in-country experience, my time pursuing a doctorate taught me the analytical and research skills to identify the political stressors and trends developing in the region and the professional skills to identify, analyze and report on emerging issues and long-term impacts. Working both on my individual research and serving as the primary research assistant for Dr. Jane Smith, a leading scholar on Egyptian politics, specializing in information politics and authoritarian trends, I am adept at evaluating, analyzing, and summarizing large amounts of information or research into accessible and clear reports. Working on a region that is so recently unstable also provided me with the experience of having to do so quickly, working to track trends and identify valid information and reports in order to support both academic research, but also my faculty supervisor who was often in the field. I am confident that I can provide similar and more advanced support to the team in Tunis and soon Libya.

I feel that my academic background, language abilities, experience working in the field and region, and dedication to a multicultural, secure, peaceful world makes an ideal candidate for this position. I would relish the opportunity to work in a field operation with the United Nations and am readily available for travel. I look forward to the opportunity to speak with you about the position and how my skills and experience match up with your criteria.

Regards,
Allison Hancock