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# Humanitarian Liaison Associate

Closing date: 29 Apr 2018

**Background Information - Peace and Security Centre (PSC)**

The UNOPS Peace and Security Centre (PSC) is a principal service provider in the field of mine action with the United Nations Mine Action Service (UNMAS), UNDP, UNICEF, Governments of mine-affected countries and other mine action partners. The Centre is responsible to administer, provide support and oversight of the day-to-day management of the Project Field offices, both according to the client requirements and in line with UNOPS rules and regulations.

It is headed by the Centre Director who has the overall authority and accountability for the performance of the Peace and Security Centre on behalf of its clients.

**United Nations Mine Action Service (UNMAS) DRC**

The Democratic Republic of Congo (DRC) has suffered nearly two decades of turmoil, particularly in the eastern provinces. The use of landmines was a feature during the conflict and Explosive Remnants of War from the fighting remain a hazard.

UNMAS established its presence in the DRC in 2002 to provide support to the Peacekeeping Mission (MONUSCO) and to conduct humanitarian mine action. It continues to work with all actors involved in mine action, and weapons and ammunition management and safety issues.

**Functional Responsibilities**

Under the direct supervision of the Associate Programme Officer (APO), the Humanitarian Liaison Associate will closely liaise with national and international humanitarian actors of Tanganyika province and all relevant UNMAS sections.

* Attend Protection cluster meetings or any other relevant humanitarian actor meeting and support the establishment of the regional Mine Action Area of Responsibility (MA AoR) in the Tanganyika province;
* Provide support to ensure the visibility and promotion of UNMAS activities within local, humanitarian and donor communities;
* Ensure the compilation of data from the regional MA AoR operators;
* Assist the APO with drafting of Programme Monthly, Quarterly, and Annual reports;
* Contribute to routine and ad-hoc reports per relevant guidelines and within the agreed deadlines; Provide support with conducting visits of the Implementing Partners (IPs) activities and ensure good communication flows between IPs and UNMAS;
* Provide UNMAS and/or Mine Action AoR information to partner agencies , non-governmental organizations and contractors and UN agencies;
* Support the APO in region specifc mobilisation efforts with the drafting of call for proposals, concept notes, and humanitarian needs overviews;
* Ensure the active participation of Centre Congolais pour la Lutte Antimines (CCLAM ) in the national and provincial Protection Cluster meetings and support with the preparation of presentations as part of the Mine Action Working group as needed. Liaise with CCLAM as requested;
* Ensure timely submission of Humanitarian Action Plan (HAP) dashboard, Sitreps and any other requirements from UNOCHA and UNHCR;
* Assist with the coordination and planning of UNMAS events, meetings with senior management and Implementing Partners;
* Assist with the coordination and planning of UNMAS QA missions from the DRC HQ ad operational centre;
* Compile a comprehensive monthly/weekly report on activities;
* Liaise with other stakeholders and operators involved in Humanitarian Assistance in DRC, especially in the region;
* Act as Primary contact point between regional Mine Action Authority and UNMAS;
* Maintain up-to-date contact lists of regional Humanitarian and Mine Action actors and other UNMAS contacts;
* Perform other duties as assigned.

**Competencies**

**Intetrigy & Inclusion:**Treats all individuals with respect; responds sensitively to differences and encourages others to do the same. Upholds organizational and ethical norms. Maintains high standards of trustworthiness. Role model for diversity and inclusion.

**Leading Self & Others:** Acts as a positive role model contributing to the team spirit. Collaborates and supports the development of others. **For people managers only:** Acts as positive leadership role model, motivates, directs and inspires others to succeed, utilizing appropriate leadership styles.

**Partnering:** Demonstrates understanding of the impact of own role on all partners and always puts the end beneficiary first. Builds and maintains strong external relationships and is a competent partner for others (if relevant to the role).

**Results Orientation:** Efficiently establishes an appropriate course of action for self and/or others to accomplish a goal. Actions lead to total task accomplishment through concern for quality in all areas. Sees opportunities and takes the initiative to act on them. Understands that responsible use of resources maximizes our impact on our beneficiaries.

**Agility:** Open to change and flexible in a fast paced environment. Effectively adapts own approach to suit changing circumstances or requirements. Reflects on experiences and modifies own behavior. Performance is consistent, even under pressure. Always pursues continuous improvements.

**Solution Focused:** Evaluates data and courses of action to reach logical, pragmatic decisions. Takes an unbiased, rational approach with calculated risks. Applies innovation and creativity to problem-solving.

**Effective Communication:** Expresses ideas or facts in a clear, concise and open manner. Communication indicates a consideration for the feelings and needs of others. Actively listens and proactively shares knowledge. Handles conflict effectively, by overcoming differences of opinion and finding common ground.

**Education**

* Secondary Education (High school or equivalent) with a minimum of Six (6) years of relevant work experience OR
* A First level university degree (Bachelor’s degree or equivalent) in social sciences, project Management or other relevant field, combined with two (2) years of relevant experience.

**Experience**

* Relevant experience is defined as experience in Humanitarian Affairs or Coordination, Communications, Programme Support, International Relations or Project Management.
* A minimum of 1 year of experience in data collection, reporting and preparing project proposals is required.
* A National Driving License (operating manual transmissions) is required.
* A minimum of 1 year of experience with UN is required.
* Experience with UNOPS is desired.
* Experience in the UN-OCHA humanitarian architecture is desired.
* Experience in information technology skills/MS Office is required.
* Experience in Mine Action is desired.
* Experience working within the humanitarian cluster system is desired.
* Experience in conferences and event administration is desired.

**Language**

* Fluency in French (speaking, writing and reading) is required.
* Fluency in English (speaking, writing and reading) is required.
* Fluency in Swahili (speaking, writing and reading) is desired.
* Knowledge of another UN official language is desired.

**Additional Considerations:**

* **This is a local position, therefore only nationals of The Democratic Republic of Congo (DRC) will be considered.**
* **Qualified female candidates are strongly encouraged to apply.** \*\*

How to apply:

Follow this link: <https://jobs.unops.org/Pages/ViewVacancy/VADetails.aspx?id=15342>