



**United Nations Assistance Mission for Iraq (UNAMI)
INTERNAL /EXTERNAL JOB OPENING**

Vacancy No.	194388	Deadline	16 November 2022
Post Title	Associate Coordination Officer	Level	NO-B
Organizational Unit	Development Support Office	Location	UNAMI, Wasit
VA Date	2 November 2022		

DUTIES AND RESPONSIBILITIES

Within delegated authority, and under the direct supervision of the Coordination Officer, the incumbent will carry out the following duties

- Supports and engages in development and monitoring of the UN Sustainable Development Cooperation Framework in the governorate; Identifies key issues including challenges that require immediate support and advice.
- Provides secretariat functions for Area Based Coordination (ABC) groups, including arranging meetings, drafting summary reports, translating key documents, and other duties requested by the ABC focal points.
- Assists UN agencies and directly supports the work of the United Nations Country Team, in particular as regards to strategies and field missions for advocacy and engagement with local stakeholders.
- Liaises with UN agencies, relevant departments of the Government, international donor community and civil society; Facilitates coordination meetings and relevant forums that would enhance coordination and resources mobilization and utilization.
- Monitors, analyses and reports on trends in human and socio-economic rights situation, external aid and public financial management, and in the UN's evolving programmatic strategies.
- Drafts routine and ad hoc situation reports/briefings. Contributes articles for DSO Field Reports.
- Performs other duties as required.

QUALIFICATIONS AND EXPERIENCE

Education: Advanced university degree in political science, social science, public administration, international studies, economics, or a related field is required. A first level university degree with two additional years of relevant experience may be accepted in lieu of the advanced university degree.

Experience: A minimum of two years of progressively responsible experience in coordinating development activities in national government is required.

Experience working on water and environmental issues is desirable. Experience working on issues related to IDPs or refugees is required.

Languages English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English and Arabic is required.

UN CORE VALUES AND 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 area 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.

Client Orientation - Considers all those to whom services are provided to be “clients” and seeks to see things from the clients’ point of view. Establishes and maintains productive partnerships with clients by gaining their trust and respect. Identifies clients’ needs and matches them to appropriate solutions. Monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems. Keeps a client informed of progress or setbacks in projects. Meets timeline for delivery of product or services to clients.

APPLICATIONS

This job opening is advertised on the United Nations Secretariat’s talent management platform, Inspira. To submit an application, click “Apply Now” after following this link:

<https://careers.un.org/lbw/jobdetail.aspx?id=194388&Lang=en-US>

Only applications submitted through Inspira will be considered for this job opening. Applicants must have an Inspira account to create and submit applications. Staff members are assigned an employee account upon appointment with their index number as the User ID. Other applicants may create an account.

For guidance on building and submitting applications, refer to the “Applicant Guide” available on the “Manuals” page. To access this page, click “Manuals” on the top of the Inspira homepage after logging into your account.

The necessity for ensuring the highest standards of efficiency, competence, and integrity remains the paramount consideration in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.