

Posting Title : SPECIAL ASSISTANT, POLITICAL AFFAIRS, P4  
Job Code Title : SPECIAL ASSISTANT, POLITICAL AFFAIRS  
Department/ Office : United Nations Organization Stabilization Mission in the Democratic Republic of Congo  
Location : GOMA  
Posting Period : 11 August 2025-9 September 2025  
Job Opening number : 25-Political Affairs-MONUSCO-262532-R-GOMA (M)  
Staffing Exercise : N/A

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

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

This position is located in the office of the Deputy Special Representative of the Secretary General for Protection and Operations (ODSRSG-PO) of the United Nations Organization Stabilization Mission in the Democratic Republic of the Congo (MONUSCO), in Goma. The Special Assistant reports to the DSRSG-PO.

### **Responsibilities**

Within delegated authority, the Special Assistant, Political Affairs P-4 will be responsible for the following duties:

- Supports the DSRSG in the execution of his duties: Coordination and facilitation – Provides substantive and practical support in the implementation of the Mission's mandate as given by the Security Council.
- Brings to the attention of the DSRSG all matters requiring the DSRSG's personal attention, assists in formulating options as to how those matters might be handled, and ensures appropriate follow-up, as directed.
- Reviews incoming correspondences, documents and transactions, forwarding to appropriate units, ensuring prompt action is taken and following up on the status.
- Drafts correspondence for the DSRSG's signature, as well as other documentation including code cables and reports to the Security Council.
- Monitors, evaluate and report on implementation: coordinate/draft summary and analytical report including, but not limited to, situation report, briefing notes, notes to file, code cables, and input for reports of the Secretary General to the Security Council.
- Liaises and maintains close working relationships with officials of state institutions, political parties, civil society organizations, religious actors.
- Organizes and manages conferences, meetings, seminars and workshops as directed by the DSRSG.
- Coordinates, as required, actions related to the transition towards the United Nations agency-led commitment,

depending on the mission's mandate and the situation in the country concerned. This includes liaising with bilateral donors and other international organizations, with a view to realizing greater synergy and coordination, specifically regarding post-mission activities in the country.

- Assesses implications and, in consultation with pillar's components and the Chief of Office, makes recommendations on possible policies, strategies, and other measures to address issues of concern and to advance mandated objectives.
- Performs other duties, as assigned by the DSRSG and the Chief of Office.

## **Competencies**

**Professionalism:** Proven capacity to work under pressure and delivering within tight deadlines. Ability to respond expeditiously to diverse requests from multiple stakeholders and to set priorities. 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 areas of work.

**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.

**Client Orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from 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 clients informed of progress or setbacks in projects; Meets timeline for delivery of products or services to client.

## **Education**

Advanced university degree (Master's degree or equivalent) in Political Science, Management or Development, or a related field is required. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

## **Job Specific Qualifications**

## **Work Experience**

A minimum of seven years of progressively responsible experience in political affairs, diplomacy, conflict resolution, or related field is required. Extensive experience in political

outreach, conflict resolution, facilitation, analysis, advice and reporting is required. Experience working in a disarmament, development management, conflict resolution or related area is required. Experience working in or in support of a field operation of the United Nations Common System or a comparable international organization or non-governmental organization is desirable. Experience in a conflict or post-conflict setting is desirable. Experience in Great Lakes region is desirable. Previous experience working in the office of a senior public official and/or as a Special Assistant (or similar) to a senior public official is desirable.

## **Languages**

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

## **Assessment**

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

## **Special Notice**

This job opening is to identify the most qualified candidate for the United Nations Organization Stabilization Mission in the Democratic Republic of Congo (MONUSCO). Candidates endorsed by the FCRB but not selected will be placed on the Special Assistant, P-4 roster. The entire assessment process takes an average of six months; all applicants will be notified in writing of the outcome of their application (whether successful or unsuccessful) within 14 days of the conclusion of the process. Successful candidates will be placed on the roster and subsequently will be invited to apply for field mission vacancies open only to roster members. Roster membership does not guarantee selection. Appointment or assignment against this position is for an initial period of one year. The appointment or assignment and renewal thereof are subject to the availability of the post or funds, budgetary approval or extension of the mandate. 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. 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 and geographical diversity in its staff. Female candidates are strongly encouraged to apply for this position.

## **United Nations Considerations**

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards

of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment. Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment. Reasonable accommodation may be provided to applicants with disabilities upon request, to support their participation in the recruitment process. By accepting a letter of appointment, staff members are subject to the authority of the Secretary-General, who may assign them to any of the activities or offices of the United Nations in accordance with staff regulation 1.2 (c). Further, staff members in the Professional and higher category up to and including the D-2 level and the Field Service category are normally required to move periodically to discharge functions in different duty stations under conditions established in ST/AI/2023/3 on Mobility, as may be amended or revised. This condition of service applies to all position specific job openings and does not apply to temporary positions. Applicants are urged to carefully follow all instructions available in the online recruitment platform, inspira, and to refer to the Applicant Guide by clicking on "Manuals" in the "Help" tile of the inspira account-holder homepage. The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application. Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

## **No Fee**

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH

INFORMATION ON APPLICANTS' BANK ACCOUNTS.