

United Nations Nations Unies

Job Title : Conduct And Discipline Officer, P-4
Department / Office : Conduct and Discipline Service
Duty station : NEW YORK
Posting period : 16/02/2023 - 17/05/2023
Job Opening Number : DMS/SEC2301P/P-4/04

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

Organizational Setting and Reporting:

This position is located in the Conduct and Discipline Service (CDS), in the Administrative Law Division (ALD) of the Office of Human Resources (OHR) in the Department of Management Strategy, Policies and Compliance (DMSPC). The Disciplinary Officer reports to the Chief of the Conduct and Discipline Service. The overall objectives of the Conduct and Discipline Service are to maintain oversight on the conduct and discipline of United Nations personnel, including military and police personnel deployed in United Nations peace operations, and ensure that all personnel maintain the highest standards of conduct. For military and police personnel, this is achieved in cooperation with troop and police contributing countries, in efforts towards preventing misconduct and in the implementation of applicable processes for holding military and police personnel accountable for acts of misconduct.

Responsibilities:

Within delegated authority, the Disciplinary Officer will be responsible for the following duties:

- Monitors, analyzes and reviews investigation reports, Board of Inquiry reports and Office of Internal Oversight Services (OIOS) reports and recommends appropriate action in personnel disciplinary cases; identifies problems and issues to be addressed and initiates corrective actions; liaises with relevant parties; ensures follow-up actions.
- Participates in planning and facilitating workshops, and delivery or presentation of training modules for Department of Peace Operations (DPO), the Department of Management Strategy, Policies and Compliance (DMSPC) and Department of Peacebuilding and Political Affairs (DPPA).
- Researches, analyzes and presents information gathered from diverse sources.
- Coordinates policy development, including the review and analysis of issues and trends, in the area of conduct and discipline, particularly sexual exploitation and abuse.
- Monitors for consistency in the application of DPO/DMSPC policies, procedures and guidelines relating to field mission's personnel.
- Organizes and prepares written outputs, e.g., draft background papers, analysis, sections of reports and studies, inputs to publications, etc.
- Provides substantive backstopping, advice, support and guidance to the Chief, CDS, the Senior Policy Advisor, relevant managers at headquarters and the conduct officers and managers in field missions on issues related to conduct and discipline matters with regard to personnel serving in field missions.
- Assists in coordination of outreach activities, training workshops, seminars, etc. on the implementation of awareness programmes on UN standards of conduct.
- Leads and/or participates in large, complex field missions, including provision of guidance to external consultants, government officials, field mission personnel and other parties.
- Drafts inputs on issues related to conduct and discipline for reports to the General Assembly.
- Performs other duties as required.

Competencies:

Professionalism: Ability to review and comment on legal documents and policies as well as interpret UN rules and regulations, international conventions, treaties and laws in the context of handling misconduct by personnel serving in peace operations. Knowledge of UN rules and regulations and its application in the disciplinary process for personnel serving in peace operations. Knowledge of the challenges of conduct and discipline issues in peace operations. Ability to exercise sound judgment, initiative and discretion when handling confidential and sensitive material. Ability to assist in generating and communicating organizational direction and introduce and emphasize UN policies and practices. 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.

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.

Qualifications:

Advanced level university degree (Master's degree or equivalent) in law is required. Graduation from a certified police academy or similar law enforcement training institution is required. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience:

A minimum of seven years of progressively relevant experience in law, administration of justice, including three years of human resources experience as it relates to conduct and discipline is required. Applicant must be an active service police officer in the rank of Lieutenant Colonel, Superintendent or equivalent higher rank in a particular national service. Experience in analyzing problems relating to administrative and/or criminal law and/or conduct and discipline is required. Experience in analyzing and reviewing investigation reports as well as in providing recommendations and formulating policies in the area of administrative and/or criminal law and/or conduct and discipline for UN peacekeeping personnel is highly desirable. Experience in a peace operation, UNHQ, or similar international organization is desirable. Qualifying years of experience are calculated following the graduation from the national police academy or similar law enforcement institution.

Languages:

English and French are the working languages of the United Nations Secretariat. For this post, fluency in English (both oral and written) is required; Fluency in French (both oral and written) is highly desirable, while knowledge of a third UN official language is an additional advantage.

Assessment Method:

Kindly note that you may, as part of the evaluation of your application for this position, be requested to undergo written knowledge-based assessment exercises, which may be followed by a competency-based interview depending on the result of the test.

Special Notice:

Circulation of this Job Opening is limited to Member States. Only serving police officers who have received authorization by their National Authorities to apply for this Job Opening will be considered. Appointments are limited to service on posts reserved for police officers who serve on secondment financed by the support account of peace operations. During their tenure, seconded officers cannot be transferred or be reassigned to other positions within the UN Secretariat. It should be noted that successful candidates will be offered a two year Fixed-Term appointment which, based on performance and operational needs, may be extended to a third year or in exceptional circumstances to a fourth and final year.

Currently serving seconded active-duty officers are not eligible to apply or be nominated for new seconded positions until separated for at least one year from any last secondment with the UN Secretariat.

Nominations from women candidate are highly encouraged.