



## GENERIC JOB PROFILE

### 1. POST

**Job Title:** Humanitarian Liaison Officer

**Grade:** P2

**Section:** Humanitarian Affairs

**Duty Station:** Field Mission

### 2. JOB PURPOSE

To assist with the establishment of mission relationships with the humanitarian community and also coordinate and liaise with the humanitarian community on all humanitarian related issues, including civil-military coordination matters.

### 3. MAIN DUTIES AND RESPONSIBILITIES

Within delegated authority, the Humanitarian Liaison Officer will be responsible for the following duties: *(These duties are generic, and may not be performed by all Humanitarian Liaison Officers.)*

- In consultation with senior Humanitarian Liaison Officers, assists in the design and preparation of studies on humanitarian, disaster, emergency relief and related issues and in various follow-up activities.
- Researches, analyzes and presents information gathered from diverse sources on assigned topics/issues.
- Contributes to the preparation of various written documents, e.g. drafts sections of studies, background papers, policy guidelines, parliamentary documents etc.
- Develops and maintains reference/resource information on specific topics or policy-related issues; responds to various inquiries and information requests internally and externally.
- Assists in the production of appeals for international assistance.
- Assists in the organization of meetings, seminars, conferences, work shops, etc. with other agencies and partners to facilitate exchanges of professional expertise and views on specific humanitarian-related subjects/issues; serves as reporter to such events.

- Maintains awareness of current humanitarian affairs and related issues, including relevant political, policy, gender considerations or other developments in specific subject area, country or region concerned.
- Participates in technical assistance, disaster assessment or other missions.
- Participates in project/programme formulation and mobilization of relevant resources.
- Performs other duties as required.

#### **4. REQUIRED COMPETENCIES**

##### **Professionalism**

Knowledge and understanding of humanitarian, emergency relief assistance and related human rights issues. Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to develop sources for data collection. Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the intranet and other databases. Ability to apply judgment in the context of assignments given, work under pressure, on occasion in a highly stressful environment (e.g. civil strife, natural disasters and human misery). Demonstrates professional competence and mastery of subject matter. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

##### **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.

##### **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.

##### **Stakeholder Engagement**

Considers all those to whom services are provided to be “stakeholders” and seeks to see things from stakeholders’ point of view; establishes and maintains productive partnerships with stakeholders by gaining their trust and respect; identifies stakeholders’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the stakeholders’ environment to keep informed and anticipate problems; keeps stakeholders informed of progress or setbacks in projects; meets timeline for delivery of products or services to stakeholder.

#### **5. EDUCATION**

A first-level university degree in political science, social science, international studies, public administration, economics, engineering, earth sciences or a related field.

## **6. EXPERIENCE**

A minimum of three years of progressively responsible experience in humanitarian affairs, emergency preparedness, crisis/emergency relief management, rehabilitation, development, or related area

## **7. LANGUAGES**

Fluency in one of the official languages of the African Union

## **8. GENDER MAINSTREAMING**

The AU Commission is an equal opportunity employer and qualified women are strongly encouraged to apply.