
United Nations

*Job Description for Positions Requiring Official Secondment
from the national governments of Member States of the United Nations Organization*

Post title and level	Strategic Planning Officer IPO Position (seconded, non-contracted)
Organizational Unit	MONUSCO
Duty Station	In the mission area, based on operational requirements
Reporting to	MONUSCO Police Commissioner, through the established chain of command
Duration	12 Months (with the possibility of an extension)
<u>Deadline</u>	20 October 2025

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

ORGANIZATIONAL FRAMEWORK

This position is to be filled in the United Nations Organization Stabilization Mission in the (Individual Police Officer) for the position “Strategic Planning Officer” to execute the mission mandate.

RESPONSIBILITIES:

- In compliance with the UN mandate and under the supervision and authority of the MONUSCO Police component, the UNPOL Strategic Planning Officer is responsible for the following:
 - Develop strategic plans and procedures of the MONUSCO Police Component.
 - Develop and monitor various projects and budget issues for the Police Component.
 - Formulates the strategic plan of the component and the concept of operations to be derived from it.
 - Develop analyses, plans, and procedures, including participating in evaluations of the Component's achievements against defined annual action plans.

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- Prepare various correspondence or contributions requested at the level of MONUSCO or at the level of UNHQ – DPO.
 - Prepare specific and periodic reports and other reports.
 - Periodically evaluate the progress on the various components of the Police Component, the achievements of the work plan, in consultation with Section COS, LO MSC, ISARU, and AEIU.
 - Prepare draft of the Unit's activity reports and drafts, to the command, and inputs related to the UNPOL mandate, including aspects related to the strategic planning of MONUSCO Police.
 - Maintain working contacts and represent the Component in various meetings with UN and national partners for the implementation of the mandate of the Police Component.
 - Participate in all joint planning of mission activities and ensure coordination with other heads of MONUSCO Police sections and cells, as well as other substantial sections, as directed by the Head of Unit.
 - Coordinate the execution of various PNC (Congolese National Police) support projects, outreach projects, or other projects of the Police Component.
 - Manage budgetary aspects and HRDDP policy, in coordination with Section COS, LO MSC, and other support sections of MONUSCO.
 - When necessary, carry out contingency planning or downsizing for the component.
 - Perform any other tasks entrusted to him by his hierarchy.

COMPETENCIES:

Professionalism: Show pride in work and achievements; demonstrate professional competence; be conscientious and efficient in meeting commitments; be motivated by professional rather than personal concerns; show persistence when faced with challenges; remain 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 and organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates an appropriate amount of time and resources for completing work; foresees risks and allows planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Technological Awareness: Keeps abreast of available technology; understands applicability and limitations of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology

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:

Education: University degree in Public Administration, Business Administration, Social Science, or Public Security, or any higher degree in a related subject, or equivalent is required. Certification in a Strategic Planning-related topic will be an advantage.

Work Experience: A minimum of 5 years of experience at the national or international level is required in strategic planning or knowledge of police procedures and matters relating to the management of a Police Organization. Also, an understanding of relevant theories, concepts, and approaches to strategic planning and budgetary issues is necessary.

Languages: Fluency in both oral and written French and English is required.

Assessment for Mission Service: All candidates should be cleared through an Assessment for Mission Service (AMS) either by a Selection Assistance and Assessment Team (SAAT) deployed to a Member State or based on an in-mission AMS upon the arrival of the candidates from a Member State, who typically undergo an in-mission AMS. Failure to pass the in-mission assessment will result in the candidate's repatriation. All repatriation-related expenses in this case are to be borne by the Member State.

Preference will be given to equally qualified women candidates.

Date of Issuance: 19 September 2025

In accordance with the new Policy on Human Rights Screening of UN Personnel, all individuals seeking to serve with the United Nations are required to make a "self-attestation" that they have not committed any serious criminal offenses and have not been involved in violations of international human rights or international humanitarian law. The exact wording of the self-attestation is outlined in para. 5.2 of the Policy mentioned above. The final decision on the selection of an individual to serve with the United Nations will also be subject to human rights screening