

	MACROPROCESO	GESTIÓN DE RECURSOS	<b>Código:</b> F-RH-001
	PROCESO	Recursos Humanos	<b>Versión:</b> 003
	FORMATO	Diseño de Cargo- Perfil	<b>Fecha de emisión:</b> 15/11/2023 <b>Fecha de Actualización:</b> 30/10/2024

## JOB TITLE

**Secondment:** International Professional Officer<sup>1</sup> – Dialogue, Environment, Participation, and Victims Unit (DEPV) Unit

## BACKGROUND

The Mission to Support the Peace Process in Colombia (MAPP/OAS) is the only international entity with a specific mandate to support both technically and politically the Peace Policy in Colombia. The Mission's mandate is "to provide broad and flexible accompaniment to the peace policy of the Colombian State regarding the illegal armed groups". On May 30, 2024, the Ninth Protocol to the Agreement between the Republic of Colombia and the General Secretariat of the Organization of American States on the accompaniment of the peace process was signed, thus extending the Mission's mandate until January 24, 2027. The Protocol noted that "the contribution of the MAPP/OAS is founded on its experience and deployment in territory, monitoring and accompanying the efforts of Dialogue, Environment, Participation, and Victims Unit (DEPV) in the territories most affected by the conflict and in interaction with all the actors involved, thereby generating recommendations to support the strategies to attend the challenges of the postconflict".

The International Professional Officer will be part of the Dialogue, Environment, Participation, and Victims Unit (DEPV) Unit and will provide support in the fulfillment of the Mandate. The work of the international professional will have a focus on participation and social dialogue.

## JOB DESCRIPTION

The International Professional Officer will be part of the Dialogue, Environment, Participation, and Victims Unit (DEPV) and will provide support in the fulfillment of the Mandate. The DEPV is composed of five sections, working on the following topics: measures for comprehensive reparation and support for victims, victim participation, mechanisms for truth, justice, memory, and guarantees of non-repetition, land restitution and rural transformation for peace, territorial peace and rural development, gender and women's participation, and community and civil society participation, among other functions. In all its work, the Mission adapts to the context and needs, considering a human rights-based approach, respectful of International Humanitarian Law, vulnerable groups, and transitional justice support mechanisms, and ensuring a differentiated approach based on ethnicity, age, gender, and disability.

In accordance with the Mission's mandate, the International Professional Officer will oversee and support the emphasis on participation and social dialogue, especially the inclusive and pluralistic participation of civil society and communities in the Colombian Government's strategies to address ongoing peace processes and post-conflict challenges, as well as supporting dialogue initiatives between the Government and civil society or communities, both at the national and territorial levels.

<sup>1</sup> Level to be determined by Switzerland.

	MACROPROCESO	GESTIÓN DE RECURSOS	<b>Código:</b> F-RH-001
	PROCESO	Recursos Humanos	<b>Versión:</b> 003
	FORMATO	Diseño de Cargo- Perfil	<b>Fecha de emisión:</b> 15/11/2023 <b>Fecha de Actualización:</b> 30/10/2024

Under the general direction of the DEPV Coordinator and in accordance with the Mission's Policy, methodologies, strategic plans, and annual work plans, the International Professional Officer will be responsible for the following functions:

- Monitor and accompany Government entities, civil society and communities at national and territorial level in their efforts to strengthen participation in public policy;
- Monitor and accompany initiatives of dialogue between Government entities and civil society and communities;
- Maintain permanent contact with Government institutions, communities and civil society organizations in order to strengthen the spaces of participation and initiatives of dialogue;
- Preparation of reports, operational plans, and midterm documents for the participation project funded by the Swiss government.
- Monitoring of work plans and providing feedback to the participation project team funded by the Swiss government.
- On-site visits to the areas where the participation project is being developed.
- Writing of a variety of reports, communications, briefings, statements, etc., including to policy-making bodies;
- Liaise with, support and accompany the Mission's regional offices on issues of participation and dialogue;
- Facilitate and articulate bridges for dialogue between Government entities and civil society and communities, at national and territorial level;
- Facilitate, support and participate in local initiatives to promote trust, reconciliation, coexistence and dialogue in the territories.
- Develop and maintain updated the mapping of Government entities, civil society and community actors;
- Coordinate and implement activities related to the participation of civil society and initiatives of dialogue, including as relevant project related activities and duties;
- Promote and support advocacy activities at the national and territorial level to strengthen effective participation and effective dialogue;
- Implement the work plan and/or Project plan for area assigned in accordance with established terms of reference and standards for project management;
- Represent the Dialogue, Environment, Participation, and Victims Unit (DEPV) Unit and the MAPP/OAS at working level meetings;
- Realize, support and promote capacity-building efforts on communication, conflict resolution, active listening skills;
- May provide guidance to new / junior staff;
- Perform other related duties as required or instructed by the immediate supervisor or the Chief of the MAPP/OAS.

<b>QUALIFICATIONS</b>
-----------------------

***Nationality***

- Swiss national

***Education***

	MACROPROCESO	GESTIÓN DE RECURSOS	<b>Código:</b> F-RH-001
	PROCESO	Recursos Humanos	<b>Versión:</b> 003
	FORMATO	Diseño de Cargo- Perfil	<b>Fecha de emisión:</b> 15/11/2023 <b>Fecha de Actualización:</b> 30/10/2024

Advanced university degree (Master's degree or equivalent degree) in Governance, Democracy, Political Science, Law, Negotiation and Conflict Resolution, Dialogue, Environment, Participation, and Victims Unit (DEPV) , Human Rights or related discipline. 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 five (5) years of working experience in Governance, Negotiation and Conflict Resolution, Dialogue, Environment, Participation, and Victims Unit (DEPV) , International Cooperation, Social Conflict, Management of Social Participation Projects or Monitoring of Public Policy on Human Rights and/or Dialogue, Environment, Participation, and Victims Unit (DEPV) ; preferably in international organizations or international cooperation agencies.
- A minimum of two (2) years of working experience in project management, including design, implementation and evaluation.
- Knowledge of differential approaches and gender issues.
- Two (2) years of experience supervising staff and managing resources is an asset.

### *Languages*

- Excellent command of the Spanish language, both written and spoken, with proven drafting and editing skills.
- Proficiency in English is an asset.

### *Skills and competencies*

- **Communicate Effectively:** the ability to listen and understand others, in order to clearly and effectively communicate information needed by others in order to achieve organizational objectives, and in order to maintain open communication channels, as well as formal and informal contact networks, which stretch over the different levels of the organization.
- **Strategic Vision:** Ability to anticipate and understand changes in the environment and its impact on the organization, taking action on threats and opportunities that may happen. It is the ability to visualize his/her area as an integral part of the organization, aligning personal goals with those of the organizational strategy.
- **Leadership:** Ability to generate team commitment by ensuring the proper management of people, developing their talent and maintaining an adequate organizational climate
- **Team Management:** Ability to integrate, develop and consolidate a high-performance team, encouraging its members to act with autonomy and responsibility through a coordination and distribution of tasks according to the competences and knowledge of each member.
- **Adaptability:** the ability to identify, understand and accept both internal and external changes regarding the organization; generating action plans aimed at ensuring the long-term achievement of objectives.
- **Teamwork:** the ability to cooperate with others, work in teams and with other units of the organization in order to jointly reach strategic organizational goals, and link personal interests to group objectives. This means having positive expectations on others, as well as understanding others in order to create trust-based relations and to generate and maintain a good work environment.
- **Respect and Integrity:** the ability to behave and treat others in a dignified, open and tolerant manner, and behave according to the moral values, good manners, good professional

	MACROPROCESO	GESTIÓN DE RECURSOS	<b>Código:</b> F-RH-001
	PROCESO	Recursos Humanos	<b>Versión:</b> 003
	FORMATO	Diseño de Cargo- Perfil	<b>Fecha de emisión:</b> 15/11/2023 <b>Fecha de Actualización:</b> 30/10/2024

practices and the organizational principles. This means the ability to create warm and lasting relations based on honest and truthful conduct.

- **Commitment:** the ability to perceive the organization’s objectives as his/her own and to fulfill personal, professional and organizational duties. The ability to support and implement decisions in order to achieve shared objectives and to prevent and overcome obstacles that interfere with the achievement of organizational objectives. This means adhering to the values of the organization.
- **Analytical thinking:** the ability to understand a situation, identify its components and organize them systematically in order to determine their interrelationships and establish priorities for action.
- **Results-oriented:** the ability to focus his/her own and others’ actions towards the achievement or exceedance of expected results according to the established quality standards, set challenging goals, improve and maintain a high-performance level within the strategical framework of the organization. This means establishing achievement indicators and perform constant monitoring.
- **Planning and organization:** the ability to determine goals and priorities efficiently within his/her assignment, area or project and specify the stages, actions, time-frame and resources needed in order to achieve objectives. This includes the use of monitoring and verification mechanisms for overseeing the progress of different assignments in order to maintain control over the process and apply the necessary corrective measures.
- **Build Relationships:** the ability to establish relations with complex networks of people and institutions whose cooperation is necessary in order to achieve the desired results.