Secondment as

Head of Regional Office, Peacebuilding Unit
Mission to support the peace process in Colombia (MAPP/OAS)

within the framework of the co-operation between the Swiss Federal Department of Foreign Affairs and MAPP/OAS.

Since 2004, the Mission to Support the Peace Process in Colombia (MAPP/OAS) has accompanied the peace efforts of the Colombian State and the Colombian people, directly in the areas most affected by the internal armed conflict, criminality and inequality. The Mission’s mandate is “to provide broad and flexible accompaniment to the peace policy of the Colombian State regarding the illegal armed groups”. The contribution of the MAPP/OAS is founded on its experience and deployment in territory, monitoring and accompanying the efforts of peacebuilding 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 post conflict. The Mission is permanently deployed through regional offices, mainly in rural and isolated areas of the country.

The MAPP/OAS contributions are focused on building bridges between communities and institutions; providing contrasted analyses and concrete recommendations to the Colombian State for decision-making at the local, regional and national levels; and a permanent presence in the territories, which often has a dissuasive effect against violent actors. In this way, MAPP/OAS national and international professionals contribute to generating an environment conducive to building a stable, pluralistic and lasting peace.

The main objective of the Mission in Colombia is to help build a two-way bridge that connects the communities with the State through 4 actions:

- Monitoring the dynamics of the territories: through periodic follow-up in territories where critical factors for the Mission converge.
- Accompanying communities in their processes: Through strategic support provided to communities to strengthen the exercise of fundamental rights and peace building.
- Visibilization of the dynamics with strategic information: The information collected in the field is processed and analyzed in depth to generate recommendations and alerts to the institutions.
- Empowerment of communities and their territory: Through training processes to strengthen dialogue, negotiation, conflict transformation and consensus building.

Tasks and responsibilities:

As established in MAPP/OAS’s Mandate and under the guidance of the Head of the Mission, the International Head of Regional Office will support and monitor peace policies in his/her assigned region, including:

- Working with team members in the implementation of the Mission’s Strategic Plan in the assigned region.
- Maintain permanent contact with local and departmental government institutions, and community organizations with an approved schedule.
- Propose, support, and participate in local initiatives to promote trust, coexistence, and peace in the region.
- Prepare reports on the activities and missions carried out, monitoring analysis and others, in the region assigned according to the requirements of the headquarters, and in the established times and manner.
- Monitor the situation of vulnerable populations in the region.
- Develop and keep up-to-date the mapping of social organizations in the region.
- Prepare reports on activities carried out by the Regional Office.
• Report activities and actions implemented on the field, as provided for in the Strategic Plan.
• Assume quality control of information received from verification officers.
• Ensure the proper use and operation of the assigned goods.
• Develop the potential of teamwork.
• Evaluate the performance of the team in charge.
• Other assigned duties and activities related to the Mission’s mandate.

The International Head of Regional Office will be required to:
• To be based in the assigned region or to relocate, according to the needs and requirements of the Mission.
• Maintain confidentiality, and adequate professional ethics and behavior, in accordance with the Ethics Code of MAPP/OAS
• Ensure the proper use and operation of the assets of the assigned office.
• Fulfill the human resources policies and procedures.
• Ensure adherence to financial procedures and to security guidelines.

Requirements:

**Education**
• Undergraduate degree in social sciences, psychology, anthropology, social work, law, sociology or related discipline.
• Postgraduate degree in social sciences, law, conflict resolution, peacebuilding, human rights or related discipline; or five (5) years of experience in a relevant field.

**Experience**
• 5 years of work experience, of which minimum 3 years of demonstrable work experience in activities related to the position such as leadership of social projects or monitoring of public policies on human rights or peacebuilding, within or external to an organization. A minimum of 2 years in personnel supervision and resource management.
• Interlocution experience with entities and public authorities.
• Working experience in peacebuilding, peace processes, conflict resolution, or related fields
• Working experience in international organizations, civil society organizations and public entities is an asset.
• Experience or training in differentiated approaches.

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

**Competencies**
• Knowledge of the main relevant actors in the topics addressed by the Mission Mandate, as well as knowledge of the organizations and institutions working in these fields in Colombia.
• General knowledge of the Mission’s thematic areas of expertise: territorial dynamics, transitional justice and peacebuilding.
• Knowledge of document management is an asset.
• Ability to work under pressure and meet deadlines.
• Proficiency in the use of computers, mainly for word processing.
• Willingness to relocate when required.

**Requirements for Swiss candidates include:**
• Passive fluency in two Swiss national languages;
• Physical and mental fitness to work and in an environment with limited infrastructure (Assignments are subject to successfully meeting the medical standards);
• Possession of a valid automobile driving license and the ability to drive a 4x4 vehicle using manual transmission;
• CH-citizenship (Applications from persons with dual citizenship with country of assignment cannot be considered).

**Skills and competencies**
• **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.

- **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.

- **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 if 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 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.

- **Additional important competencies are**: the ability to analyze and summarize, ability to elaborate high-quality documents (using and referencing sources correctly) and apply necessary formal considerations for presenting consistent reports

<table>
<thead>
<tr>
<th>Duty station:</th>
<th>Tibú (Norte de Santander) or San Vicente del Caguán (Caquetá) / Colombia</th>
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</thead>
<tbody>
<tr>
<td>Start of assignment:</td>
<td>1. December 2023 or on appointment</td>
</tr>
<tr>
<td>Duration of contract:</td>
<td>1 year, renewable</td>
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<tr>
<td>Deadline for applications:</td>
<td>27.10.2023</td>
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<tr>
<td>Family:</td>
<td>an accompaniment of a partner and children is possible</td>
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</tbody>
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Click here to learn more about the organization: [https://www.mapp-oea.org/](https://www.mapp-oea.org/)

For further information please contact:

- Ms Mithra Akhbari, Programme Manager for Colombia, (mithra.akhbari@eda.admin.ch, +41 58 484 55 70) for questions related to the mission or
- Mr Raphaël Mularoni, Recruitment Officer (raphael.mularoni@eda.admin.ch, +41 58 482 17 25) for questions on requirements and on the selection process.
The assignments take place within the framework of the Swiss Expert Pool for Civilian Peacebuilding. The seconded experts receives a contract from the Federal Department of Foreign Affairs for the duration of their deployment PVFMH (D) / OPers-PDHH (F) / OPers-PRA (I).

Please apply through the Swiss Federal Administration recruitment system https://www.stelle.admin.ch/stelle/it/home/stellen/stellenangebot.html

A complete application contains:
- an application letter in English;
- a CV in English;
- diplomas and work certificates;
- the completed Personal History Form PEP

\[\text{Swiss Expert Pool for Civilian Peacebuilding}\]

The deployment of civilian experts within the scope of Switzerland’s policy on peace, human rights, and humanitarian issues is a long-standing tradition. Depending on specific needs, civilian experts are made available for temporary civilian peace projects as election monitors, police advisers or specialists in fields such as constitutional law and practice, mediation, the rule of law, human rights and humanitarian law (www.eda.admin.ch/expertenpool).