



## Secondment

### **Special Assistant (Political Affairs) to the SRSG MONUSCO, Kinshasa, DRC**

The Peace and Human Rights Division of the Swiss Federal Department of Foreign Affairs (FDFA) is opening an assignment within the Expert Pool for Civilian Peacebuilding and international organisations to be seconded to the United Nations Organization Stabilization Mission in the Democratic Republic of the Congo (MONUSCO).

The United Nations Organization Stabilization Mission in the Democratic Republic of the Congo (MONUSCO) was established by the UN Security Council in 2010, succeeding the United Nations Mission in the DRC (MONUC), which was established by Security Council Resolution 1279 on 30 November 1999. The Mission includes civilian, military, and police components, as well as specialized units responsible for human rights monitoring, logistical support, strategic communication, countering disinformation, youth and women's inclusion in peace processes, and community engagement.

This position is located in the office of the Special Representative of the Secretary-General (OSRSG) with the United Nations Organization Stabilization Mission in the Democratic Republic of the Congo (MONUSCO). The Special Assistant will be based in Kinshasa and will report to the Special Representative of the Secretary-General (SRSG) through the Head of Office (HoO).

#### **Tasks and responsibilities:**

Within delegated authority, the Special Assistant, Political Affairs will be responsible for the following duties:

- Supports the SRSG and her office in the execution of her duties: Coordination and facilitation; - Provides substantive and practical support in the implementation of the Mission's mandate as given by the Security Council; - Brings to the attention of the HoO all matters requiring the SRSG's attention, assists in formulating options as to how those matters might be handled, and ensures appropriate follow-up, as directed.
- Reviews incoming correspondences addressed to OSRSG, documents and transactions, ensuring the appropriate units are informed, ensuring prompt action is taken and following up on the status of implementation.
- Political Analysis, Advice and Reporting: Identifies, analyzes and monitors political developments and emerging issues with respect to the implementation of the Mission's mandate.
- Organizes and manages the SRSG's meetings and events, prepares written summaries and conducts follow-up activities, as appropriate.
- Coordinates/Drafts correspondence for the SRSG's signature, as well as other documentation including code cables, statements and reports to the Security Council.
- Coordinates and drafts summary and analytical reports including, but not limited to, situation reports, briefing notes, notes to file, code cables, and inputs for reports of the Secretary-General to the Security Council.
- Develops and maintains close working relationships with Mission components, officials of state institutions, the broader UN family, donors and other national and international partners.
- Plans, organizes and manages official visits; conferences, seminars of the SRSG and the substantive aspects of her meetings, field visits and MONUSCO events, as required.
- Prepares written summaries and conducts follow-up activities, as appropriate.
- Accompanies the SRSG on her missions and official visits.
- Assesses implications and, in consultation with pillar's components makes recommendations on possible policies, strategies, and other measures to address issues of concern and to advance mandated objectives.
- Performs other duties, as assigned by the HoO.

#### **Qualification and Experience**

- University degree in international relations, political science, law or equivalent
- A minimum of five years of progressively responsible experience in political affairs, diplomacy or

related field is required.

- A minimum of one year of experience working as a Special Assistant (or similar) to a senior public official in or in support of a field operation of the United Nations Common System or a comparable international governmental organization in a conflict or post-conflict setting is desirable.
- Experience in drafting/reviewing analytical reports, background notes and speeches for senior officials is required.
- Experience in managing programmes and coordinating high-level visits is required.
- Experience in the area of strategic planning, budget, programme criticality, risk management is desirable.
- Excellent diplomatic and negotiation skills.
- Solid writing, editing and analytical skills, with the ability to think critically and creatively.
- Agility, flexibility and capacity to work under pressure with tight deadlines.
- Solid and proven capacities in teamwork and collaboration within a multidisciplinary and multicultural team.
- Fluent written and spoken English and French.

Requirements of the Swiss Expert Pool for Civilian Peacebuilding:

- Passive knowledge of two Swiss official languages is required.
- Physical and mental fitness to work in this context (assignments are subject to successfully meeting medical standards).
- Possession of a valid driver's license.
- Swiss nationality (Dual citizenship with country of assignment not permitted).

Duty station:	<b>Kinshasa, Democratic Republic of the Congo</b>
Start of assignment:	Autumn 2025
Duration of contract:	1 year, with the possibility of extension for a second year
Application Deadline	18 July 2025
Interviews scheduled for	23/24 July 2025
Family Accompaniment:	possible

### Further information

Learn more about the organisation: <https://monusco.unmissions.org/>

- For questions related to the secondment:  
Ms Joëlle Moeckli, Program Specialist (joelle.moeckli@eda.admin.ch, +41 58 484 47 49)
- For questions regarding requirements and the selection process:  
Mr Raphaël Mularoni, Swiss Expert Pool (raphael.mularoni@eda.admin.ch, + 41 58 462 17 25)

### Assignment:

The assignments take place within the framework of the Swiss Expert Pool for Civilian Peacebuilding<sup>1</sup>. The seconded expert 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 submit your application through the Swiss Federal Administration recruitment system: <https://www.stelle.admin.ch/stelle/en/home/stellen/stellenangebot.html>

A complete application contains:

- A cover letter in French;
- A curriculum vitae in English;
- Copies of diplomas and employment certificates;
- The completed Personal History Form PEP (see: <https://www.eda.admin.ch/content/dam/eda/en/documents/aussenpolitik/menschenrechte-menschliche-sicherheit/stellenangebote-expertenpool/personal-history-form.docx> )

### <sup>1</sup> 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](http://www.eda.admin.ch/expertenpool)).