

Terms of Reference

Position Title: Team Lead – Liberia UNSC Delegation

Duty Station: Permanent Mission of Liberia to the United Nations, New York, USA

Duration: Two-year term (aligned with Liberia's tenure on the UNSC: January 1, 2026 – December 31, 2027)

Reports To: Minister of Foreign Affairs of the Republic of Liberia / Permanent Representative of Liberia to the United Nations

Background

Liberia has been elected as a non-permanent member of the United Nations Security Council (UNSC) for the period 2026–2027. This tenure provides a unique opportunity for Liberia to reinforce its international profile, influence global decisions on peace and security, and share its extensive post-conflict recovery experience.

Liberia's engagement on the UNSC will focus on four priority areas:

1. Conflict prevention and mediation
2. Climate, peace, security, and sustainable development
3. Human rights, justice, and accountability
4. Women, Peace, and Security (WPS) and Youth, Peace, and Security (YPS) agendas

To facilitate effective participation, a specialized UNSC team has been established. The Team Lead will serve as the principal coordinator, providing strategic guidance, leadership, and oversight to ensure Liberia's interests are effectively represented.

Purpose of the Position

The Team Lead is responsible for the overall management, coordination, and strategic leadership of Liberia's UNSC delegation. The role ensures the formulation and execution of Liberia's positions, high-level diplomatic representation, team leadership, and coordination with national and international stakeholders to maximize Liberia's influence and visibility.

Duties and Responsibilities

1. Strategic Leadership and Coordination

- Develop and implement Liberia's UNSC engagement strategy in alignment with national priorities and international obligations.
- Serve as the principal coordinator between the UNSC delegation, the Ministry of Foreign Affairs, Permanent Mission, and other national institutions.
- Identify emerging global trends, risks, and opportunities to inform strategic decision-making.

- Ensure coherence and consistency in Liberia's positions across thematic and country-specific issues.

2. Policy Analysis, Development, and Advisory

- Lead the review, analysis, and formulation of Liberia's positions on UNSC agenda items.
- Provide strategic advice on political, security, legal, and human rights dimensions of Council decisions.
- Ensure that Liberia's positions are aligned with ECOWAS, African Union, and international frameworks.
- Advise on sanctions, peacekeeping mandates, conflict prevention, and mediation initiatives.

3. Representation and Diplomacy

- Represent Liberia at UNSC formal meetings, informal consultations, and related high-level events when delegated.
- Facilitate high-level diplomatic engagements with Security Council members, UN officials, and other stakeholders.
- Support the Permanent Representative in delivering speeches, negotiating resolutions, and preparing official statements.
- Advocate for Liberia's priorities in multilateral negotiations and coalition-building efforts.

4. Team Management and Capacity Building

- Provide leadership and supervision to the UNSC technical team, policy advisors, communications officers, lawyers, and support staff.
- Develop work plans, monitor performance, and ensure the timely delivery of outputs.
- Foster a culture of excellence, accountability, collaboration, and continuous professional development.
- Mentor team members and facilitate knowledge sharing on UNSC procedures and strategic diplomacy.

5. Coordination and Stakeholder Engagement *(Additional Function)*

- Maintain strong coordination with national ministries, UN offices, diplomatic missions, civil society, and international partners.
- Ensure timely and accurate flow of information between the UNSC delegation and stakeholders in Monrovia.
- Build and maintain strategic partnerships to advance Liberia's objectives and visibility in multilateral fora.

6. Strategic Communications and Public Diplomacy *(Additional Function)*

- Support the development and implementation of Liberia's public diplomacy and communication strategy for UNSC engagement.
- Coordinate messaging and media outreach, ensuring alignment with Liberia's policy priorities.
- Provide briefings to media, civil society, and other external actors as appropriate.

7. Monitoring, Reporting, and Risk Management *(Additional Function)*

- Monitor developments in the UNSC and other relevant UN bodies, assessing implications for Liberia's positions.
- Prepare policy briefs, situation reports, analytical notes, and recommendations for national leadership.
- Advise on potential risks, political sensitivities, and mitigation strategies for Liberia's engagement.

Qualifications and Experience

- Advanced degree in International Relations, Political Science, Law, Diplomacy, or related field.
- Extensive experience in international diplomacy, multilateral affairs, peace and security, or related sectors.
- Demonstrated experience working with the UN system, regional organizations, or multilateral institutions.
- Strong understanding of the UNSC structure, procedures, and dynamics.
- Proven ability to lead teams, manage complex political processes, and foster strategic partnerships.

Competencies and Skills

- Strategic thinking and political judgment.
- Excellent diplomatic, negotiation, and communication skills.
- Leadership and team management capabilities.
- Analytical skills with the ability to synthesize complex information.
- High ethical standards, integrity, and commitment to service.
- Ability to work effectively under pressure in a multicultural and high-profile international environment.
- National pride and dedication to enhancing Liberia's international reputation.

Language Requirements

- Fluency in English (written and spoken) is required. Additional UN languages are an asset.

Reporting Lines

- Reports to: Minister of Foreign Affairs / Permanent Representative of Liberia to the UN
- Coordinates with: UNSC team members, Ministry of Foreign Affairs, UN bodies, regional organizations, civil society, and international stakeholders