



**United Nations Interim Administration Mission in Kosovo**  
**RECRUITMENT UNIT**  
Human Resources Section

**Job Opening – *Internal/External***

<b>Job Opening #: MIK (N)19-013</b>	<b>Deadline: 28 February 2019</b>
<b>Post Title: Programme Management Assistant</b>	<b>Level: GL-6</b>
<b>Organizational Unit: Mitrovica Regional Office</b>	<b>Location: Mitrovica</b>
<b>UNMIK invites qualified internal applicants and as well as external applicants in the relevant occupational group to apply for the position highlighted below. Interested applicants should submit a cover letter, Personal History Profile (PHP) or Personal History form (P.11) and copy of the latest two Performance reports (if applicable).</b>	
<b>Kindly note that applications upon receipt will be reviewed and <u>only applicants who are short-listed will receive an acknowledgement within six weeks from the deadline for submission of applications.</u></b> <i>Please indicate the Job Opening number in the subject of your e-mail</i>	

**DUTIES AND RESPONSIBILITIES:**

Within limits of delegated authority, the Programme Management Assistant will be responsible for the following duties:

- Supports preparation of analytic products to feed into conflict analysis that underpins operational planning and informs the regional office's's strategic engagements within the assigned geographic area of responsibility. This analysis synthesizes information about trends and events on a broad range of topics relevant to civil affairs work, including dynamics related to trust-building, governance, politics, security, the situation of excluded and under-represented groups, and reconciliation; this analysis supports assessment of specific sectors with a view to identifying needs and priorities of local communities and central institutions. Supports efforts to identify concerns and perceptions of local population. This is done through information collection from primary and secondary sources (including social media), and first hand observation of events and dynamics on the ground providing information that is analyzed through conflict analysis and other analytic tools.
- Supports initiatives to support reconciliation and trust-building within the assigned geographic area of responsibility, including through the identification, design, management and evaluation of Quick Impact Projects (QIPs) for confidence building purposes, in line with the DPKO/DFS Policy Directive on QIPs, and trust-building initiatives in line with head of office guidance. This is done through awareness of community needs, liaison with local officials and civil society actors, support to preparation of necessary documentation such as proposals and budgets, support to development of monitoring and evaluation plans.
- Establishes and maintains contact with relevant interlocutors at the local level as directed, including representatives of local authorities, as well as civil society actors, community representatives, religious leaders and representatives of local interest groups, including in the private sector. This is done through

organizing and representing the municipal office at formal and informal bilateral meetings, representing the regional office at public forums, liaising officials to maintain situational awareness of developing events on the ground, and preparing the reports necessary resulting from all these efforts.

- Monitor, report and analyze on activities that have an impact on implementation of the mission mandate, including as relate to political, socio-economic, governance, stability and security dynamics, including developments in municipal structures, political parties, and civil society groups within the geographic area of responsibility.
- Prepares, maintains and updates files (electronic and paper) and internal databases; designs and generates a variety of periodic and ad hoc reports, statistical tables, graphic content, and other background materials/notes to facilitate functioning of field office.
- Drafts correspondence and communications related to all aspects of field office operations, including correspondence to external interlocutors such as municipal officials and civil society organizations, as well as prepares unit contributions for a variety of periodic reports.
- Liaise with local municipal authorities and all other relevant stakeholders to seek resolution of community concerns, or otherwise assist members of all Kosovo communities in protecting their interests, as appropriate and in accordance with international human rights standards and other relevant legal and policy frameworks.
- Support design of interventions to facilitate interactions between relevant local institutions and communities.
- Participate in and report about meetings and public events as required, including preparation of minutes and notes to file.
- Provide accurate interpretation and translation, as required.
- Draft inputs for daily, weekly and thematic reports as required.
- Perform other duties as required. .

### **COMPETENCIES:**

- **Professionalism:** Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.
- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
- **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 AND EXPERIENCE**

**Education:** Completion of secondary/high school education with confirmed diploma.

**Experience:** At least 7 years of experience in administration, programme management or related areas.

**LANGUAGES:**

French and English are the working languages of the UN Secretariat. For this post, fluency in English (both oral and written) is required; Fluency in Serbian is required.

As specified above, internal/external applicants are requested to submit a cover letter referring to [Job Opening No. MIK \(N\) 19-013](#) along with completed PHP/P11 to the attention of Human Resources Section by mail, fax or email to the following addresses:

P P.O. Box 999,10000 Pristina, Kosovo,  
Fax No: +381-38-504604 ext 5848  
E-mail to [unmik-recruitment@un.org](mailto:unmik-recruitment@un.org)

*The UN is an equal opportunity employer and welcomes applications equally from men and women. It is a UN Policy to give full consideration to disabled candidates whose disablement does not militate against the effective performance of the duties of the post.*