



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

**Job Opening – *Internal/External***

<b>Temporary Job Opening #: MIK (N) 022-002</b>	<b>Deadline: 01 April 2022</b>
<b>Post Title: Programme Management Assistant</b>	<b>Level: GL-5</b>
<b>Organizational Unit: Mitrovica Regional Office</b>	<b>Location: Mitrovica</b>
<p>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).</p> <p><b>Kindly note that applications upon receipt will be reviewed and <u>only applicants who are short-listed</u> will receive an acknowledgement within six weeks from the deadline for submission of applications.</b></p> <p style="text-align: center;"><i>Please indicate the Job Opening number in the subject of your e-mail</i></p>	

**DUTIES AND RESPONSIBILITIES:**

The incumbent will work under the overall guidance of the Head of Mitrovica Regional Office, performing the following responsibilities as well as any other duties as required:

- Contribute to monitoring, reporting and analysis of activities that have political, socioeconomic, security and/or cultural significance in the Mitrovica region.
- Liaise with local municipal authorities and other relevant stakeholders.
- Facilitate interactions between relevant local institutions and communities.
- Assist in facilitating inter-ethnic dialogue, mediation and trust-building between communities through engagement with representatives of the communities and relevant institutions.
- Promote participation of women and youth in trust-building efforts.
- Participate in and report about meetings and public events as required, including preparation of minutes and notes to file.
- Provide accurate interpretation during official meetings, as required.
- Translate documents written in local languages into English and vice versa.
- Draft inputs for daily, weekly, media and thematic reports 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:** Minimum 5 years of progressively responsible experience in civil affairs or programme or project administration or related area, is required

### **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 Albanian and/or Serbian is required.

As specified above, internal/external applicants are requested to submit a cover letter referring to [Job Opening No. MIK \(N\) 022-002](#) along with completed PHP/P11 to the attention of Human Resources Section by mail, fax or email to the following addresses:

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 United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.**