



United Nations Interim Administration Mission in Kosovo
RECRUITMENT UNIT
Personnel Section

Job Opening – *Internal/External*

Job Opening #: MIK (N) 16-018 – 2nd Issuance	Deadline: 1 February 2017
Post Title: Reports Assistant	Level: GL – 6
Organizational Unit: Justice Section	Location: Pristina
<p>UNMIK invites qualified internal, in the relevant occupational group, and external applicants to apply for the position highlighted above. 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>Kindly note that applications upon receipt will be reviewed and only applicants who are short-listed will receive an acknowledgement within six weeks from the deadline for submission of applications.</p> <p style="text-align: center;"><i>Please indicate the VA number in the subject of your e-mail</i></p>	

DUTIES AND RESPONSIBILITIES:

Within limits of delegated authority, and under the supervision of the Chief of the Justice Section, or his/her designate, the Reports Assistant will be responsible for the following duties:

- Assist in the preparation of weekly, monthly, thematic and other reports as required;
- Draft correspondences on both substantive and routine matters, including but not limited to letters, memoranda, meeting minutes, and briefing notes;
- Assist in the drafting and preparation of the newsletters of the Justice Section as well as leaflets and other public relations materials;
- Regularly update the section of the Justice Section of the website of UNMIK in close cooperation with other stakeholders;
- Edit, as needed, written work products in the Justice Section including reports, letters, memoranda, meeting minutes, briefing notes and any other documents as required;
- Follow up on the timely preparation, review and submission of reports to the Chief of the Justice Section and/or his/her delegate. Disseminate relevant information material in a timely and quality manner;

- Develop templates for reporting, as needed. Develop appropriate tools to ensure that information from all units is available to the team for use in programming and planning of activities across section;
- Receive and follow-up on all correspondences and manage a confidential and comprehensive filing system;
- Provide comprehensive and timely administrative support to the Office by briefing the Chief of the Justice Section, or his/her designate, on current and future activities and tasks, coordinate meetings/appointments/visits, organise, participate and take notes in meetings and translate and interpret in meetings and appointments;
- Research, compile and consolidate background materials, procedural papers and briefing files for official trips, meetings and discussion with various visitors;
- Provide logistical support to the section and coordinating with other sections including with CITS, Engineering, and Supply Section, for logistical arrangements; and
- Perform other duties as required.

COMPETENCIES:

- **Professionalism:** Excellent written and oral communication skills in English, as well as outstanding drafting skills with knowledge of rule of law-related terminology. Ability and experience across a broad range of administrative functions e. g. human resources, database management. Knowledge and application of the UN systems and Staff Regulations and Rules is desirable. Knowledge of local laws and practices related to mission area and ability to research and gather information from a variety of standard sources and to apply good judgment in the context of assignments given. 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 in English; 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. Advanced university degree (Master's degree or equivalent) in law and/or a first-level university degree in law would be an asset.

Experience: At least seven years of progressively responsible experience in the field of administration, rule of law or related areas. Demonstrated ability to draft high quality written products in English.

LANGUAGES:

Fluency in spoken and written English is required. Fluency in spoken Albanian and/or Serbian is required.

As specified above, internal applicants are requested to submit a cover letter referring to [Job Opening No. MIK \(N\) 16-018 – 2nd Issuance](#) 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

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.