



United Nations Interim Administration Mission in Kosovo

RECRUITMENT UNIT

Human Resources Section

Job Opening – *Internal/External*

Job Opening #: MIK (N)19-006	Deadline: 28 February 2019
Post Title: Programme Management Assistant	Level: GL-6
Organizational Unit: Office of Community Support and Facilitation	Location: Peje/Pec and Prizren Field Office
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).	
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> <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 Assistant may be responsible for the following duties:

- Draft and distribute timely objective reports on significant developments within AOR; attend official meeting with local officials and report to supervisors on the outcomes;
- Integrate gender perspective in the daily work to promote equality and inclusion of women into decision making processes;
- Monitor and report on activities related to security, returns, repatriation, displacement, reintegration, protection of communities' rights, through daily field visits; and facilitate resolution of issues;
- Monitor and gather information on activities and political developments in ethnically mixed-areas through meetings with community leaders and local government leaders; draft regular reports on municipal governance and other community issues.
- Liaise with and obtain information from local authorities on infrastructure and public utility related problems affecting communities, including electricity and water shortages; and ensure that a prompt reporting mechanism for timely remedial actions is in place;
- Provide general office assistance, read, and analyze the local printed and electronic media and brief the supervisor on pertinent developments affecting communities;
- Draft correspondences, briefing notes and contributions to the office daily reports, on developments affecting minorities in areas of education, health, community and property rights.

- Provide logistical support to the office and coordinate with UNMIK relevant departments and external partners to ensure that the office operates smoothly.
- Perform additional duties as required, in line with the office's responsibilities

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 7 years of experience in programme or project implementation in areas of minority community rights, returns and reintegration, reconciliation and inter-ethnic dialogue.

LANGUAGES:

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

As specified above, internal/external applicants are requested to submit a cover letter referring to [Job Opening No. MIK \(N\) 19-006](#) 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.

