



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

Job Opening – *Internal/External*

Job Opening #: MIK (N)19-007	Deadline: 28 February 2019
Post Title: Programme Management Assistant	Level: GL-6
Organizational Unit:	Location: Pristina
<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>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></p>	

DUTIES AND RESPONSIBILITIES:

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

- Lead and coordinate the drafting of daily reports based on inputs from the field teams on community related issues, including trust building, access to public services and returns;
- Coordinate reporting on emerging and key strategic community and human rights issues;
- Monitor and report on progress made to facilitate the reintegration and reconciliation of communities within Kosovo through meetings with relevant stakeholders and community members; address issues when necessary with relevant stakeholders in line with Mission's trust building strategy;
- Support Mission's trust -building strategy in the office's AOR through identification of and design of appropriate interventions (good offices, advocacy, programmatic; etc.)
- Prepare talking points and briefing notes for the Mission leadership, including SRS, DSRSG and Head of OCS ahead of field visits to municipalities and various meetings with local and international stakeholders;
- Maintain internal database such as municipal profile a, RBB and other internal reporting tools;
- Draft OCS inputs for the Secretary General (SG) quarterly reports and RBB reports, identifying and analyzing key community developments, including the work of local institutions on integration of non -majority communities relevant to the SG quarterly reports;
- Strengthen Mission's collaboration with other relevant international stakeholders involved in the integration of communities, including Office of Community Affairs within the Prime Minister's office, UNKT, OSCE, EU and IOM,

through information sharing and attending relevant meetings; Conduct quarterly visits to all return sites and IDP collective centers in Kosovo south to security and living condition of returnees and IDPs.;

- 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 or public relations management with confirmed communication skills in reporting, web editing and database management.

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 \(N\) 19-007](#) 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.

