



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

**Job Opening – *Internal/External***

<b>Job Opening #: MIK (N)19-010</b>	<b>Deadline: 28 February 2019</b>
<b>Post Title: Associate Civil Affairs Officer – 4 positions</b>	<b>Level: NO-B</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 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></p>	

**DUTIES AND RESPONSIBILITIES:**

Within limits of delegated authority, the Associate Civil Affairs Officer will be responsible for the following duties:

**Monitoring and Analysis**

- Report on security dynamics in sensitive areas by providing sound analysis,
- Monitor and report on political dynamics including local perceptions and views.
- Analyze political and security related occurrences in area of responsibility which may impact on municipal governance, local communities, and trust-building.

**Support to peace and trust-building**

- Initiate and implement activities to further mission's confidence-building and trust-building strategies as per outcomes of the Trust-building Forum.
- Implement mandated programmes, enhance interactions with local political and municipal officials, as well as governmental, community-based organisations, civil and religious society groups.
- Facilitate efforts to create an enabling environment for implementation of higher level agreements.

**Support to local governance**

- Support dialogue and cooperation between authorities and relevant interest groups with the aim of creating political space and accountability and provide support to the development of structures of accountability and transparency.
- Initiate efforts to strengthen the voice of women and youth, such as through support to Women's Caucus groups, Local Action Youth Councils, and relevant civil society organizations.

**Other**

- Support visits of senior UN officials
- Serve as OiC as necessary, undertaking and overseeing programmatic and administrative tasks necessary for functioning of the assigned office. Supervise programme assistants.

- Represent the office at inter-agency meetings, seminars, and conferences on substantive issues.
- Perform all such additional duties as required by first and second reporting officers.

### **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:** Advanced university degree (master's degree or equivalent) in social sciences, political science, international relations, public administration, anthropology, law, economics or related area. First level university degree with a combination of two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

**Experience:** A minimum of two years of experience in civil affairs related work with UN peacekeeping operations, UN funds or programmes, local or international NGOs, or community based organisations, research institutions, etc. Experience in conflict management, support to or with governance institutions or programme management would be an asset.

### **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 \(N\) 19-010](#) 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.*

