



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

Job Opening – *Internal/External*

Job Opening #: MIK (N)19-011	Deadline: 28 February 2019
Post Title: Programme Management Assistant	Level: GL-6
Organizational Unit: Mitrovica Regional Office	Location: Mitrovica
<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></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:

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

- Supports preparation of analytic products to feed into conflict analysis that underpins operational planning and informs the regional office's strategic engagements for trust building and reconciliation within the assigned geographic area of responsibility. This analysis synthesizes information about trends and events on a broad range of topics, including dynamics related to governance, politics, security, the situation of excluded and under-represented groups, and reconciliation; this analysis supports assessment of specific sectors with a view to identifying needs and priorities of local communities and central institutions.
- Drafts regular and ad hoc regional office reporting, such as daily reports, media reviews, inputs into reports of the Secretary-General, all requiring coordinating inputs from other municipal field offices and substantive offices (Justice, Human Rights, UNPOL, etc) located within the Mitrovica region.
- Establishes and maintains contact with relevant interlocutors at the local level as directed, including representatives of local authorities, as well as civil society actors, community representatives, traditional and religious leaders and representatives of local interest groups, including in the private sector. This is done through organizing and representing the regional office at formal and informal bilateral meetings, representing the regional office at public forums, liaising with relevant senior and other officials to maintain situational awareness of developing events on the ground, and preparing the reports necessary resulting from all these efforts.
- Monitors and reports on events related to trust-building and/or impact on other aspects of the mission's mandate, particularly as relate to peace and security. Submits timely reports on such events. Provides analysis of such events and their larger impact on regional stability and the mission's mandate.

- Provides support to activities directly deriving from the mission's trust-building strategy, such as drafting and/or reviewing related documents, conducting outreach with activity partners and participants, providing interpretation and translation, and conducting substantive review of concept notes and related project/programmatic documents.
- Provides interpretation and other translation on an as-needed basis.

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: At least 7 years of experience in administration, programme management or related areas.

LANGUAGES:

French and English are the working languages of the UN Secretariat. For this post, fluency in English is required. Fluency in Serbian is required.

As specified above, internal/external applicants are requested to submit a cover letter referring to [Job Opening No. MIK \(N\) 19-011](#) 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

