



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

Job Opening – *Internal/External*

Job Opening #: MIK (N)19-014	Deadline: 28 February 2019
Post Title: Programme Management Assistant	Level: G-6
Organizational Unit: SPOLAD	Location: Pristina
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>	

UNMIK Police has substantive responsibilities in the area of international police cooperation regarding crime related information exchange, facilitation of communication between Kosovo Police and non-recognizing States, monitoring and reporting on crimes and security related matters and producing relevant assessments. Since 2015 UNMIK fosters its mandate in promoting security, stability and respect for human rights through engagement with all communities in Kosovo, via programmatic funding directed towards trust-building efforts, with sustained focus on empowerment of youth and women. In this regard, Office of the Senior Police Adviser in UNMIK has several programmatic activities' portfolios, addressing various areas of community safety and cooperation with Kosovo Police.

The primary focus of the Programme Management Assistant will be performing wide range of duties related to implementation of programmatic activities, as well as liaising between Kosovo Police and non-recognizing States, Serbian MoIA at the first instance. The candidate is expected to carry-out the following:

DUTIES AND RESPONSIBILITIES:

- Coordinates programme/project planning, preparation, implementation, monitoring and reporting;
- Serves as a focal point for coordination, monitoring and expedition of implementation of programmatic activities;
- Regularly conducts field visits and meets programme/project beneficiaries and stakeholders;
- Drafts correspondence and communication related to all aspects of program/project administration, including ToRs, summaries, analysis and reports;
- Assists in the preparation of the programme/project budget proposals;
- Maintains contacts and holds meetings with local, national and international stakeholders and facilitates field visits Kosovo wide;

- Organizes outreach activities to promote good relations and understanding between UNMIK Police and its stakeholders, in order to ensure accurate information dissemination on Mission's role, mandate and activities;
- Provides critical interface, direct or indirect, between UNMIK Police and other UNMIK units, Serbian MoIA, Kosovo Police, KFOR, EULEX, local institutions and other stakeholders in order to facilitate the flow of information;
- Processes requests from non-recognizing States related to the police scope of work;
- Monitors and analyses printed and electronic media in Serbian language for timely reactions pertaining to security matters and brief the supervisor / colleagues accordingly;
- Performs any other duties as requested by his/her supervisor.

COMPETENCIES:

- **Professionalism:** Displays skills and sound knowledge in the planning, implementation and evaluation of assigned programme/project; works with clients in assessing their needs and addressing problems in local communities; assists coordination of programme/project planning, monitors activities' implementation, assures programme/project documents' completion and clearance. Collaborates on preparation of programme/project budget proposals, performance reporting and drafts various reports. Presents strong knowledge of internal policies, processes and procedures generally and particularly related to police liaising scope of work. Demonstrates ability to identify and facilitate a wide range of issues/problems affecting security perception and situation and applies good judgment in the context of assignments given. Exercises discretion when handling confidential and sensitive material. Displays ability to review and synthesize information and present finding and recommendations in a required format. 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; is committed to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.
- **Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **Client Orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.
- **Creativity:** Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks "outside the box"; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.

QUALIFICATIONS AND EXPERIENCE

Education: Completion of secondary/high school education with established diploma. University degree in Political Sciences, International Relations, Organizational Sciences will be a strong asset. Completed advanced training in Project Management is desired. Prince2 Practitioner Certificate in Project Management will be a distinguished advantage.

Experience: Minimum seven years progressively responsible experience in programme / project administration or related area. Previous substantive work experience in the UN is a requirement. Work experience in UNMIK is highly desirable. Experience in a Police Liaison field of work is a distinct advantage. Excellent drafting skills will be considered as a great asset.

LANGUAGES:

French and English are the working languages of the UN Secretariat. For this post, fluency in English and Serbian (both oral and written) is required; knowledge of another UN official language is desirable.

As specified above, internal/external applicants are requested to submit a cover letter referring to [Job Opening No. MIK \(N\) 19-014](#) 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.