



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

Job Opening – *Internal/External*

Job opening #: MIK (N) 19-016	Deadline: 04 November 2019
Post Title: Legal Assistant	Level: GS-6
Organizational Unit: Mitrovica Regional Office	Location: Mitrovica Region
<p>UNMIK invites <u>qualified internal/external applicants</u> and staff members in the relevant occupational group to apply for the position highlighted below. Interested UN staff should apply by forwarding an updated United Nations Personal History form (P.11) and a copy of the most recent performance appraisal.</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 VA number in the subject of your e-mail</i></p>	

DUTIES AND RESPONSIBILITIES:

- Under the overall supervision of the Mitrovica Region Head of Office, the Incumbent will focus on provision of legal research, meeting servicing, situation monitoring and ensuring reliable administrative and other types of support and will perform the following responsibilities as well as any other duties required:
- Reviews/research relevant laws, rules and regulations. Assist in drafting legal assessments, regular reporting, analytic products, and other documents prepared as required;
- Monitor activities in particular those that have legal, juridical, political, security, socio-economic and cultural significance or have implications for the enjoyment of the basic legal and human rights of communities;
- Assist in the maintenance of a body of legal and other files, both paper and electronic, to ensure rapid retrieval of critical information; conducts reference searches upon request;
- Support trust building, community and judiciary integration, mediation and confidence building between communities through engagement with representatives of the communities and relevant institutions;
- Independently handles all types of verbal and written inquiries from internal and external parties, including providing information on processes and procedures related to the activities of the Unit. Translate correspondence written in Serbian and/or Albanian into English and vice versa as required;

- Provides technical assistance for and services meetings, including interpretation (English-Serbian and/or Albanian - English) as required;
- Maintains internal databases for tracking and trend analysis; generates a variety of standard and other reports from various databases and posting of documents on the website;
- Provides general office support services; processes, drafts, edits, and finalizes for signature/approval correspondence and other communications;
- Schedules appointments/meetings, monitors deadlines, assist in liaising with governmental and other counterparts in legal, political and security matters; facilitate interactions between relevant local institutions, including courts and other legal actors, security providers, civil society organizations, political representatives, and all other relevant stakeholders and communities as required;

Performs other duties as assigned

COMPETENCIES:

Professionalism: Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter i.e. dynamics of the location within the organizational unit; 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.

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: High school education with confirmed diploma or equivalent.

Experience: Minimum of 7 years of progressively responsible experience in legal affairs, civil affairs, administration or related area.

LANGUAGES:

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English (oral and written) is required. Fluency in Serbian or Albanian is required. Knowledge of another official United Nations language is an asset.

As specified above, internal applicants are requested to submit a cover letter referring to [Job Opening No. MIK \(N\) 19-016](#) 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.

