



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

Job Opening – *Internal/External*

Job Opening #: MIK (N)23-002	Deadline: 03 August 2023
Post Title: Programme Management Assistant	Level: GL-5
Organizational Unit: Mitrovica Regional Office	Location: Mitrovica
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>	

DUTIES AND RESPONSIBILITIES:

The Incumbent will work under the overall guidance of the Head of the Mitrovica Regional Office, performing the following responsibilities as well as any other duties as required:

- Contribute to monitoring, reporting and analysis of activities that have political, economic, security and/or cultural significance in the Mitrovica region.
- Liaise with local municipal authorities and other relevant stakeholders.
- Facilitate interactions between relevant local institutions and communities.
- Assist in facilitating inter-ethnic dialogue, mediation and trust-building between communities through engagement with representatives of the communities and relevant institutions.
- Promote participation of women and youth in trust-building efforts.
- Participate in and report about meetings and public events as required, including preparation of minutes and notes to file.
- Provide accurate interpretation during official meetings, as required.
- Translate documents written in local languages into English and vice versa.
- Draft inputs for daily, weekly, media and thematic reports as required.

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 5 years of progressively responsible experience in civil affairs or programme or project administration or related area.

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 Serbian and/or Albanian is required.

As specified above, internal/external applicants are requested to submit a cover letter referring to [Job Opening No. MIK \(N\) 23-002](#), 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 United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position