



United Nations Interim Administration Mission in Kosovo

RECRUITMENT UNIT

Human Resources Section

Job Opening – *Internal/External*

Job Opening #: MIK(N)17-003	Deadline: 01 August 2017
Post Title: Administrative Assistant	Level: GL-5
Organizational Unit: UNPOL	Location: Pristina
<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</u> will receive an acknowledgement within six weeks from the deadline for submission of applications.</p> <p><i>Please indicate the Job Opening number in the subject of your e-mail</i></p>	

DUTIES AND RESPONSIBILITIES:

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. The primary focus of the Administrative Assistant will be performing liaison between Serbian MoIA and Kosovo Police, but he/she will be required to perform the following duties as well:

- Provide 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;
- Process requests from non-recognizing States related to the police scope of work;
- Organize 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 and mandate;
- Coordinate programme/projects planning, preparation, implementation, monitoring and reporting;
- Serve as focal point for coordination, monitoring and expedition of programme/projects implementation activities and serves as the UNPOL's gender focal point;
- Maintain contacts and hold meetings with local, national and international police and security providers and facilitate field visits Kosovo wide;

- Analyze print and electronic media in Serbian language for timely reactions pertaining to security matters and brief the supervisor/colleagues accordingly;
- Provide translation of official documents from English to Serbian and vice versa;
- Maintain UNPOL database related to case statistics and files processed;
- Perform any other related duty as required.

COMPETENCIES:

- **Professionalism:** Knowledge of internal policies, processes and procedures generally and in particular those related to police liaising scope of work. Ability to identify and facilitate a wide range of issues/problems affecting the security perception and situation. Demonstrates ability to apply good judgment in the context of assignments given. Exercise discretion when handling confidential and sensitive material. Ability to review and synthesize information and present findings and recommendations in a required format. Shows pride in work and in achievements; demonstrate 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of woman and man in all areas of work.
- **Planning and Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjust priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjust plans as necessary; uses time efficiently.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is learn to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decision may not entirely reflect own position; shares credit for team accomplishments and accepts responsibility for team shortcomings.

QUALIFICATIONS AND EXPERIENCE

Education: Completion of secondary/high school education with confirmed diploma. University degree would be an asset.

Experience: Minimum 5 (five) years of progressively responsible experience in programme or 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 a distinguished advantage.

LANGUAGES: Proficiency in English and Serbian languages required.

As specified above, internal applicants are requested to submit a cover letter referring to [Job Opening No. MIK\(N\) 017-003](#) 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.