



UNITED NATIONS PEACEKEEPING FORCE IN CYPRUS
P.O. BOX 25644, 1311 NICOSIA, CYPRUS – TEL: 357-22-614410 FAX: 357-22-614600

Mission Circular No. / 2020-0557

31 July 2020

To: All UNFICYP, OSASG and CMP Personnel
From: Joel Cohen
Chief of Mission Support
Subject: **Job Opening # 138729 – Administrative Assistant (GL5)**

1. Please find herewith, the details for the following job opening:

<u>Post Title</u>	<u>Office/ Section</u>
Administrative Assistant, G5, JO# 138729	Field Technology Section

2. Candidates are required to complete their respective Personal History Profile (PHP) in Inspira (internal candidates should register and log in through <https://inspira.un.org>, while external candidates should register and log in through <https://careers.un.org>) and submit their application through the Inspira platform no later than **28 August 2020**.

3. Applicants are strongly encouraged to follow the “Applicant Guide” under the “Manuals” section in Inspira, when completing their Personal History Profile.



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31 July 2020

Post Title:	Administrative Assistant	Work Base:	UNPA
Office:	Field Technology Section	Category:	General Services
Job Opening#:	138729	Level:	GL-5
Duty Station:	Nicosia HQ and Sectors	Deadline:	28 August 2020
Type of Contract:	Fixed-Term		

For further details related to the Job Opening, interested applicants are encouraged to visit the following link:

https://inspira.un.org/psc/UNCAREERS/EMPLOYEE/HRMS/c/UN_CUSTOMIZATIONS.UN_JOB_DETAIL.GBL?Page=UN_JOB_DETAIL&Action=A&SiteId=1&JobOpeningId=138729&PostingSeq=1