



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

Mission Circular No. / 2025-1110

15 April 2025

To: All UNFICYP, OSASG-Cyprus and CMP Personnel
From: Joel Cohen
Chief of Mission Support
Subject: **Job Opening # 256156 – Team Assistant (G4)**

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

| <u>Post Title</u> | <u>Office/ Section</u> |
|------------------------------|------------------------|
| Team Assistant G4 JO# 256156 | CAS |

2. Candidates are required to complete their respective Personal History Profile (PHP) in the Inspira Platform (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 **08 May 2025**.
3. Applicants are strongly encouraged to follow “Applicant Guide” under the “Manuals” section in Inspira, when completing their Personal History Profile.



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|-------------------|-----------------------|------------|------------------|
| Post Title: | Team Assistant | Work Base: | UNPA |
| Office: | Civil Affairs Section | Category: | General Services |
| Job Opening#: | 256156 | Level: | GL4 |
| Duty Station: | Nicosia HQ | Deadline: | 8 May 2025 |
| 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=256156&PostingSeq=1

Posting Title : TEAM ASSISTANT, G4
Job Code Title : TEAM ASSISTANT
Department/ Office : United Nations Peacekeeping Force in Cyprus
Location : NICOSIA
Posting Period : 9 April 2025-8 May 2025
Job Opening number : 25-ADM-UNFICYP-256156-R-NICOSIA (M)
Staffing Exercise : N/A

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Org. Setting and Reporting

This position is located in the United Nations Peacekeeping Force in Cyprus, Nicosia. The incumbent will report to the Chief Civil Affairs Section or to his/her designate.

Responsibilities

- Performs a wide range of office support and administrative functions.
- Responds or drafts responses to routine correspondence and other communications; uses standard software document processing packages to produce a wide variety of large, complex documents and reports.
- Monitors processes and schedules related to the unit's/sections outputs, products, tasks, etc.
- Assists in researching, compiling and organizing information and reference materials from various sources for reports, work plans, studies, briefings, meetings/conferences, etc.
- Assists in the generation of a variety of reports, work orders, etc., using various databases.
- Assists the supervisor in reviewing documents and edits texts for accuracy, grammar, punctuation and style, and for adherence to established standards for format.
- Screens phone calls and visitors; responds to moderately complex information requests and inquiries (e.g. answers requests requiring file search, etc.), and as necessary, refers inquiries to appropriate personnel for handling.
- Provides secretarial, administrative and logistics support to meetings, boards, committees, conferences, etc.
- Assists in the preparation of presentation materials using appropriate technology/software.
- Maintains calendar/schedules; monitors changes and communicates relevant information to appropriate staff inside and outside the immediate work unit/section.
- Performs data entry functions.
- Reviews, records, distributes and/or processes mail and other documents; follows-up on

impending actions.

- Performs general administrative tasks (e.g. leave and attendance recording, arrangements for meetings and other events, reservations, budget follow-up, etc.), to include preparing and/or processing administrative requests/documents (e.g. requisitions, purchase orders, travel requests, contracts, expenditure authorizations, visa applications, etc.).
- Maintains files (both paper and electronic) and databases for work unit/section.
- Operates and maintains a variety of office equipment in the performance of basic office functions, e.g. photocopier, facsimile, printer, scanner, etc.
- Provides guidance to less experienced staff on general office processes and procedures, computer applications, etc.
- Performs other duties as assigned.

Competencies

Professionalism: Knowledge of general office and administrative support including administrative policies, processes and procedures. 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.

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.

Planning and 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.

Education

High School Diploma or equivalent is required.

Job Specific Qualifications

Work Experience

At least three (3) years progressively responsible experience in the administration services or related field is required.

Experience working in an international organization is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English is required.

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based interview.

Special Notice

Applicants in the General Service Category shall meet the relevant employment requirement of the host country (Republic of Cyprus), including fulfilling visa or work permit stipulations.

The United Nations Secretariat is committed in achieving 50/50 gender balance and geographical diversity in its staff.

Female candidates are strongly encouraged to apply for this position.

At the United Nations, the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity, with due regard to geographic diversity. All employment decisions are made on the basis of qualifications and organizational needs. The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the

commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment.

Reasonable accommodation may be provided to applicants with disabilities upon request, to support their participation in the recruitment process.

By accepting a letter of appointment, staff members are subject to the authority of the Secretary-General, who may assign them to any of the activities or offices of the United Nations in accordance with staff regulation 1.2 (c). Further, staff members in the Professional and higher category up to and including the D-2 level and the Field Service category are normally required to move periodically to discharge functions in different duty stations under conditions established in ST/AI/2023/3 on Mobility, as may be amended or revised. This condition of service applies to all position specific job openings and does not apply to temporary positions.

Applicants are urged to carefully follow all instructions available in the online recruitment platform, inspira, and to refer to the Applicant Guide by clicking on "Manuals" in the "Help" tile of the inspira account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.