



The United Nations Peacekeeping Force in Cyprus invites applications for the post of
- **Programme Management Assistant (GL6)** -

Special Notice

This position is funded for an initial period of one year and may be subject to extension. Recruitment against this position is on a local basis. Applicants in the General Service category shall meet the relevant employment requirements of the host country (Cyprus), including fulfilling visa or work permit stipulations.

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.

Org. Setting and Reporting

This position is located in the United Nations Peacekeeping Force in Cyprus (UNFICYP). The Programme Management Assistant will report to the Civil Affairs Sector Coordinator and the Chief of the Civil Affairs Section. Please note that this position is not based in Nicosia and may require working beyond normal office hours as well as frequent travel to various locations along the buffer zone.

Main Duties and Responsibilities:

Under the supervision of the Civil Affairs Officer - Sector Coordinator and the Chief of Section, Civil Affairs, the Programme Management Assistant will be responsible for the following duties:

- Researches, compiles, summarizes and presents basic information/data on civilian activities inside the buffer zone;
- Assists in the coordination of civilian activities in the buffer zone through completion of required assessments and assists with the collection and organisation of data and maps;
- Monitors progress on requests from the clients to ensure requests and applications are addressed in timely manner. Identifies issues and suggests requisite follow-up actions;
- Prepares, maintains and updates files and internal databases and prepares unit contributions for a variety of reports, statistical tables, background materials/notes;
- Drafts correspondence related to civilian activities in the buffer zone, including contributions to the unit work plan and budgets;
- Establishes and maintains contacts with community leaders in villages in the vicinity of the buffer zone and facilitates liaison with the local community councils and other clients as requested by the Civil Affairs Officer - Sector Coordinator;
- Arranges, facilitates and supports Civil Affairs Officer - Sector Coordinator on site visits, community meetings, events and other gatherings and provides necessary background information;
- Contributes to the work of the SCAIO team, coordinates with other team members, including uniformed personnel, to achieve consistency and synergy;
- Supports the planning and conduct of confidence building events;
- Assists the Civil Affairs Officer - Sector Coordinator to follow-up on issues of concern and gather more specific information on issues as requested;
- Performs other related work as required

Competencies

Professionalism: Knowledge of the political, social and economic environment in Cyprus and their impact on the mission mandate implementation. Demonstrates ability to work with patience in a complex and politically sensitive arena while maintaining impartiality and confidentiality. Ability to conduct political and socio-economic analysis and to identify and resolve sensitive issues. Proven ability to promote and sustain dialogue between groups and individuals with differing views. Is conscientious and efficient in meeting commitments, observing deadlines and achieving results. Shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Ability to contribute to strategic planning processes and effective problem- solving skills. Initiative and ability to apply good judgment in the context of assignments given.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits inputs 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 & 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 according to deadline; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Client Orientation: Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

Education

High school diploma or equivalent is required.

Valid driving license is required.

Work Experience

A minimum of seven (07) years of relevant work experience in the field of peace-building, trust building, conflict resolution and reconciliation, community liaison, community development, program management, or related area is required. A minimum two years’ experience in assisting with project administration is highly desirable. Experience assisting with the facilitation of confidence-building activities and assisting with issues in the Cyprus context is highly desirable. Experience working at the grassroots or rural level is highly desirable. Experience of dealing with local authorities is highly desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the position, fluency in English (both oral and written) is required. Strong knowledge of Greek is required. Knowledge of Turkish is an advantage. Knowledge of another UN official language may be an advantage.

Assessment

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

Interested and qualified candidates are encouraged to apply by specifying vacancy announcement # 1/2018. Candidates must complete the United Nations Personnel History form (P11) in English. The P.11 form could be downloaded from the UNFICYP website: www.unficyp.org under Employment. Submit applications to:

Chief, Human Resources Management Officer

Email: unficyp-national-applications@un.org

Deadline for receipt of applications is 10 April 2018

Preference will be given to equally qualified women candidates.

Only shortlisted candidates shall be contacted by the UNFICYP Human Resources Management Section