



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

**Special Notice**

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 Civil Affairs Section.

Please note that this position is not based in Nicosia and will require long working hours and frequent travel to various locations along the buffer zone.

**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:

- 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;
  - Researches, compiles, summarizes and presents 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;
  - 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 and trust 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.

**Work implies frequent interaction with the following:**

UN Police and Military components, Community Councils, civilians and clients associated with the daily duties.

**Results Expected:** Provides reliable assistance in the coordination of UNFICYP's management of civilian activities in the buffer zone. Demonstrates understanding of the context, situational awareness, and issues in assigned area, and uses increasing independence in processing of work and follow-up actions. Demonstrates initiative in the identification and resolution of issues/problems. Is well organised, produces accurate reports, records and/or data, put together with only general guidance. Consistently applies appropriate policies, guidelines and procedures. Effectively, and in timely manner, liaises and interacts with colleagues and concerned parties internally and externally.

## **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.

## **Qualifications**

### **Education**

High School Diploma is required.

Valid driving license is required.

### **Work Experience**

At least 7 years of relevant experience in the field of peace-building, trust building, community liaison, community development, program management, or related area is required. Minimum two years' experience in project administration and community liaison in related area. Experience of facilitating confidence-building activities and addressing issues in the Cyprus context is required. Experience working at the grassroots level or in a rural setting is highly desirable. Experience of dealing with local authorities is highly desirable.

### **Languages**

Strong knowledge of English and Greek language is required. Strong communication skills (oral and written) are required. Knowledge of Turkish language is a strong 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 # 3/2019.**

**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](http://www.unficyp.org) under Employment. Submit applications to:

**Human Resources Management Section**

**Email: [unficyp-national-applications@un.org](mailto:unficyp-national-applications@un.org)**

*Deadline for receipt of applications is 22 March 2019*

*Preference will be given to equally qualified women candidates.*

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

*Please visit UNFICYP website for full details of the post.*

