



## **Internal / External Job Opening**

**Date: 29 November 2016**

**Job Opening No. : JO/2016/032**  
**Section : Office of the Deputy Force Commander**  
**Functional Title : Assistant Welfare Officer**  
**Post level : NO-A (One Post)**  
**Duty Station : Naqoura**  
**Deadline for receiving applications: 12 December 2016**

### **Duties and Responsibilities:**

**Within the delegated authority, the Assistant Welfare Officer will be responsible for the following duties:**

- Assist in developing programmes designed to improve the quality of life of staff members within the mission area.
- Assist in monitoring environmental factors that could lead to unhealthy life style.
- Increase staff awareness and information about social and recreational opportunities available to staff in the mission through contributing to induction training for new staff, producing a guide to the local amenities, regularly updating information posted on the intranet system, facilitating access to housing information and developing links with local resources as appropriate.
- Collaborate with the Training Unit to implement “Cultural Awareness” training for staff in the mission.
- Improve the recreational and social opportunities for staff by convening representative staff welfare committees.
- Provide support in development of regular recreational activities for staff (such as outings, film nights and other social events) and work in partnership with administration to secure a staff recreation space and gym.
- Establish an information resource center and organize a book / DVD library for staff.
- Facilitate increased welfare initiatives in the team sites through offering support to committees and fostering the development of new committees.
- Participate in developing the expertise, profile, and capacity of the Welfare Unit by identifying funding opportunities.
- Assess welfare needs within the mission and serve a focal point for welfare initiatives within the mission.
- Perform any other duties as assigned.

### **Qualifications and Requirements:**

- A first-level university degree in Education, Social Science, or related field is required.
- Minimum of two (02) years of experience in planning large scale recreational and welfare events is required.
- Fluency in oral and written English is required. Knowledge of French is desirable.

- Good computer skills are required.

## **Core 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.

**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.

**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; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

## **Instructions for Submission of Applications and Relevant Documents (choose only one):**

Submit a **fully completed** and signed application form (P.11) in English.

Although in the P.11 form, it is indicated that you should not send or attach any documentary evidence at this stage, please do attach copies of University degree and work certificates.

The P.11 and supporting documents should be sent to the Chief of Human Resources Management Section, UNIFIL, Naqoura:

- Via e-mail to [unifil-recruitment@un.org](mailto:unifil-recruitment@un.org)

## **Important notes:**

- 1.) **Applications that do not include copies of University Degree / Work Certificates will be considered incomplete and will not be taken into consideration.**
- 2.) Please ensure that the Job Opening Number is clearly indicated in your application;
- 3.) Due to the large volume of applications, we regret not being able to reply to everyone and will only contact the most suitable candidates for the test and/or an interview;
- 4.) Preference will be given to equally-qualified female candidates.