

Posting Title : DIRECTOR OF MISSION SUPPORT, D2
Job Code Title : DIRECTOR OF MISSION SUPPORT
Department/ Office : United Nations Interim Force in Lebanon
Location : NAQOURA
Posting Period : 22 March 2025-20 April 2025
Job Opening number : 25-ADM-UNIFIL-255348-D-NAQOURA (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 Interim Force in Lebanon (UNIFIL). The Director of Mission Support (DMS) will report to the Head of Mission (HoM). The post is located in Naqoura.

Responsibilities

Within delegated authority, the DMS will be responsible for the following functions:

- Acts as the principal adviser to the HoM on all matters pertaining to administrative and technical support activities and, as such, is responsible and accountable to the HoM for the effective general management of the human, financial and physical resources allotted to the mission.
- Exercises Delegations of Authority granted by the HoM.
- Contributes to the implementation of the mission mandate by providing the necessary managerial, logistical and administrative support required for the fulfilment of the mandate, including such areas as budget, finance, human resources management, logistics, communications, transport, air operations, etc.
- As a member of the Mission Senior Management Team, participates in the mission planning process throughout the mission lifecycle, with particular attention to support areas and contributes to an integrated approach and consistency in the implementation of the mandate.
- Ensures that the mission budget, staff, and assets are optimally allocated to support of mandate implementation across all mission components and guides any reprioritization of resources during the budget period in line with priorities that support effective mandate implementation. Undertakes or oversees reporting methodology for budget and performance in accordance with results-based budgeting guidelines.

- Initiates the development and implementation of the mission support workplan and ensures

coordination and monitoring of overall strategies and programmes for the support activities of the mission and takes the lead in securing the required human and financial resources for the mission.

- Develops and implements a service optimization programme to promote continuous improvement in the quality and delivery of services to missions' clients. This will include the establishment of relevant strategic mission performance indicators which provide data and analysis for the review of legislative bodies.
- Ensures that all processes and systems in place are relevant and cost effective. Ensures, through collaboration with all stakeholders, the implementation of organizational support strategies including, among others, a commitment to supply chain management and integrated/shared service delivery that is client-oriented, responsive and allows for efficiencies wherever possible.
- Maintains active communication with UN headquarters and the global/regional service centers supporting the mission.
- Actively engages with police and military components within the mission to ensure coordinated, high-quality support in accordance with their operational requirements.
- Establishes a set of robust policies, procedures, practices, standards and tools that are consistent with UN regulations, rules, policies and practice in order to ensure proper budget, accounting, procurement, financial, assets and human resources management and control and certifies mission expenditures.
- Liaises, negotiates and coordinates with national authorities with respect to administrative and logistical matters.
- Provides guidance, support and supervision to senior administrative and logistics support staff as well as audit and evaluation services, as appropriate.
- Actively engages in management performance duties and ensures the provision of management, guidance, development, training, constructive feedback and performance evaluation and appraisal, and administrative support and other management functions to staff in the areas of his/her responsibility.
- Maintains good order and discipline of staff under his/her overall supervision.
- Develops initiatives to promote the welfare and well-being of mission staff.
- Represents the mission before legislative bodies, providing information and clarification in support of budget proposals.
- Represents the mission support component at meetings, protocol and ceremonial occasions, military parades, etc.
- Represents UNIFIL and peacekeeping operations on advisory bodies or working groups as requested by Department of Operational Support or Department of Management Strategy, Policy and Compliance.
- Performs related duties as may be required by the HoM, e.g., provides briefing to visiting senior officials on mission, administrative and technical support activities, etc
- Performs other related work as required.

Competencies

- **Professionalism:** Demonstrates professional competence and mastery of principles, techniques and practices related to specialized advice in a broad range of human resources, financial, logistical, procurement and administrative areas to Head of Office/Mission, and to Headquarters and senior mission staff; ability to ensure adequate preparation of reports or rationale with respect to key logistics and administrative decisions; strong negotiation and conflict-resolution skills. Demonstrated outstanding verbal and written communication skills and proven problem-solving skills including innovation, flexibility and creativity are required. Demonstrated leadership skills including the ability to build productive teams and motivate individuals at all levels of an organization in the pursuit of common objectives is required. Proven track record of personal effectiveness in complex environments and demonstrated ability to build relationships with multiple stakeholders. Shows pride in work and 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.

- **Communication:** Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify and exhibits interest in having two-way communication; Tailors language, tone, style and format to match audience; Demonstrates openness in sharing information and keeping people informed.

- **Leadership:** Serves as a role model that other people want to follow; Empowers others to translate vision into results; Is proactive in developing strategies to accomplish objectives; Establishes and maintains relationships with a broad range of people to understand needs and gain support; Anticipates and resolves conflicts by pursuing mutually agreeable solutions; Drives for change and improvement, does not accept the status quo; Shows the courage to take unpopular stands; Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing.

- **Judgement/Decision-making:** Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; Gathers relevant information before making a decision; Considers positive and negative impacts of decisions prior to making them; Takes decisions with an eye to the impact on others and on the Organization; Proposes a course of action or makes a recommendation based on all available information; Checks assumptions against facts; Determines that the actions proposed will satisfy the expressed and underlying needs for the decision; Makes tough decisions when necessary.

- **Managing performance:** Delegates the appropriate responsibility, accountability and decision-making authority; Makes sure that roles, responsibilities and reporting lines are clear to each staff member; Accurately judges the amount of time and resources needed to accomplish a task and matches task to skills; Monitors progress against milestones and deadlines; Regularly discusses performance and provides feedback and coaching to staff; Encourages risk-taking and supports creativity and initiative; Actively supports the

development and career aspirations of staff; Appraises performance fairly.

Education

Advanced university degree (Masters or equivalent) in business or public administration, logistics, human resources management, finance, accounting, or related area is required. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Job Specific Qualifications

Work Experience

A minimum of fifteen (15) years of experience in administration, finance, logistics, information technology, communication or related field is required.

A minimum of eight (8) years management experience with responsibilities in human, procurement and financial resources management is required.

Experience ensuring compliance with support-related regulations in a decentralized operational environment is required.

Experience leading change management or complex innovation initiatives is required.

Experience supporting complex and multidimensional field operations in conflict and post-conflict environments is desirable.

Experience supporting field operations with police, military or security forces is desirable.

Languages

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

Assessment

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

Special Notice

Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

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

Female candidates are strongly encouraged to apply for this position.

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.