



Internal/External Job Opening

Date: 29 November 2016

Job Opening No. : **JO/2016/012- A**
Section : **Associate Training Officer**
Functional Title : **Training Unit/HRMS**
Post level : **NO-B (One Post)**
Duty Station : **Naqoura**
Deadline for receiving applications : **12 December 2016**

Duties and Responsibilities:

Under general supervision of the Chief Training Officer, the Associate Training Officer (NO-B) will be responsible for the following duties:

- Participates in the design, development, delivery and evaluation of training as well as learning and development programmes for field mission staff in support of mandate implementation. These programmes encompass a range of activities including, inter alia, peacekeeping training, technical and substantive training, leadership and management and organizational development courses;
- Collaborates with senior mission staff to identify forthcoming training requirements and develop strategies and programmes to meet them and also ensure that training and development meets current needs and anticipates, to the extent possible, future needs;
- Contributes to the timely development and implementation of Training Unit's acquisitions plan and ensures compliance with IPSAS standards by:
 - Seeking timely agreement with Section Chiefs of assigned sections on strategy in delivery of internal courses that require procurement action based on acquisition plan.
 - Drafting and reviewing Statements of Requirements (SOR) and technical criteria of training programmes benefiting all staff.
 - Following up procurement actions, raise transactions in ERP (Umoja) to ensure effective and timely delivery of learning programmes.
- Undertakes reporting of training activities, maintains oversight of training budget of assigned sections and maintains statistical data on training programmes through automated systems applications.
- In consultation with Chief Training Officer, contributes to the development and dissemination of mission instructions and relevant policies related to learning and development.
- Performs other duties as required.

Qualifications and Requirements:

- University degree in training or learning and development, adult learning, management, business administration, public administration, education or social science is required:
 - o In case of Master's degree or equivalent, a minimum of two (02) years of progressive responsible experience in workforce training and development, adult learning is required including experience in instructional design and practical delivery of formal training sessions and programmes.
 - o In case of first-level degree (Bachelor's degree), a minimum of four (04) years of progressively responsible experience in workforce training and development and adult learning is required including experience in instructional design and practical delivery of formal training sessions and programmes.
- Fluency in oral and written English is required. Knowledge of Arabic and French is desirable.
- Experience in working in a multicultural and/or international work environment and UN field mission is highly desirable.
- Very good computer skills (heavy user of Microsoft Office applications especially Word and Excel) and practical knowledge of using computer systems and online programmes to support training are required, previous experience in data management and International Computer Driving License (ICDL) Standard Certification is an asset.
- Previous experience and familiarity in ERP systems and SAP transactions is highly desirable.

Core Competencies:

- **Professionalism:** Demonstrated technical knowledge of all aspects of training and development with proven coordination, liaison and analytical skills; commitment to implementing the goals of gender equality by encouraging equal participation and full involvement of women and men in all aspects of peace operations. Shows pride in work and achievements; is conscientious and efficient in meeting commitments, observing deadlines and achieving results
- **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.
- **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.

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 Universities 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 or;

Important notes:

- 1.) **Applications that do not include copies of university degrees and 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.