



Internal / External Job Opening

Date: 29 November 2016

Job Opening No. : JO/2016/023
Section : Office of the Deputy Force Commander
Functional Title : Staff Welfare Assistant
Post level : GS-5 (One Post)
Duty Station : Naqoura
Deadline for receiving applications : 12 December 2016

Duties and Responsibilities:

Within the delegated authority, the Staff Welfare Assistant will carry out the following duties:

- Contribute to the development of programmes designed to improve the quality of life of staff members within the mission area.
- Disseminate information to increase staff awareness about social and recreational opportunities available to them in the mission; provide inputs to the induction training programmes of new staff, by producing a guide to the local amenities, regularly updating information posted on the intranet system, facilitates access to housing information, and develop links with local resources as appropriate.
- Improve the recreational and social opportunities for staff by giving full administrative support to Staff Welfare Committee and update Committee on staff proposals and requirements.
- Coordinate regular recreational activities for staff (such as outings, film nights and other social events) and work in partnership with administration and J1 Office, Welfare Branch to secure a recreation space and gym for UNIFIL personnel.
- Follow up on welfare facilities and update Welfare Committees on their status.
- Develop and maintain welfare database, maintain an information resource center including book / DVD library database for mission personnel.
- Participate in developing the expertise, profile, and capacity of the Welfare Unit by identifying funding opportunities, following up on completion of the approved activities, liaising with Treasurer as to update Committee on financial matters.
- Perform any other duties as assigned.

Qualifications and Requirements:

- High school diploma or equivalent is required. Further training or certification in welfare planning is desirable.
- Minimum of five (05) years of relevant experience in planning recreational and welfare events or in organizing conferences, corporate events or management of leisure facilities is required.
- Fluency in oral and written English is required. Knowledge of French is desirable.

- Knowledge of the UN rules, regulations and working experience in a United Nations field mission or other similar operational environment is an advantage.
- Very good computer skills are required.
- Candidates will have to pass the United Nations Administrative Support Assessment Test (ASAT) or an equivalent / appropriate locally-administered test at Offices away from Headquarters.

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.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input 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.

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.

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.

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 High School 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

Important notes:

- 1.) **Applications that do not include copies of high school certificate / 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.