

Posting Title : GEOSPATIAL INFORMATION ASSISTANT, G5
Job Code Title : GEOSPATIAL INFORMATION ASSISTANT
Department/ Office : United Nations Interim Force in Lebanon
Location : NAQOURA
Posting Period : 1 September 2023-30 September 2023
Job Opening number : 23-IST-UNIFIL-217389-R-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), Naqoura. The Geospatial Information Assistant will directly report to the Chief Geospatial Information Officer.

Responsibilities

With delegated authority, the Geospatial Information Assistant will be responsible for the following duties (These duties are generic and may not be carried out by all Geospatial Information Assistant):

- Assists with maintaining an inventory of organizational needs and requirements, and assists with reports and communication
- Assists with process improvement mechanisms
- Assists with geospatial data acquisition and geospatial data cleansing
- Assists in maintaining geospatial databases, with data collection efforts, create statistics
- Assists with the identification of patterns in geospatial data using standard techniques
- Assists with the preparation of geospatial data sets and responds to queries; and maintains/updates web pages.
- Performs other duties as assigned.

Competencies

Professionalism:

Knowledge of geographic information and its related matters; recognized expert in the field; policy and operational objectives; conceptual and strategic analytical capacity to understand geographic information applications for field operations such as UN peace operations and mapping in general; ability to establish priorities, direct others in the execution of the programme and ensure timely delivery of results. Knowledge in graphic software. Ability to work under extreme pressure, on occasion in a highly stressful environment 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

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.

Teamwork:

-Works collaboratively with colleagues to achieve organizational goals; -Solicits input by genuinely valuing others' ideas and expertise and 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

Education

High school diploma or equivalent is required.

Job Specific Qualifications**Work Experience**

A minimum of five (5) years experience in geospatial information, analysis, mapping data visualization, information management or related area is required.

The minimum years of relevant experience is reduced to one year for candidates who possess a first-level university degree or higher.

Languages

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English and Arabic (oral and written) is required.

Assessment

Special Notice

Recruitment against this position is on a local basis; applicants in the General Service category shall meet the relevant employment requirements of the host country (Lebanon), including fulfilling visa or work permit stipulations. If you fulfill the visa and work permit stipulations for Lebanon, please specify in your cover letter and attach a copy of your visa and work permit under 'attachments' of your application in Inspira.

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.

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.

The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, *inspira*. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side 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.