

Posting Title : Geospatial Information Assistant, G4 (Temporary Job Opening)  
Job Code Title : ADMINISTRATIVE ASSISTANT  
Department/ Office : United Nations Interim Force in Lebanon  
Location : NAQOURA  
Posting Period : 2 February 2022-8 February 2022  
Job Opening number : 22-Administration-UNIFIL-172383-J-NAQOURA (M)  
Staffing Exercise : N/A

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**United Nations Core Values: Integrity, Professionalism, Respect for Diversity**

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### **Org. Setting and Reporting**

This position is located in the United Nations Interim Force in Lebanon (UNIFIL), Naqoura. The incumbent will report to the Chief Geospatial Information Services Unit (GIS) or his/her designate.

### **Responsibilities**

With delegated authority, the Geospatial Information Assistant will be responsible for the following duties :•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: Good communication skill to listen and understand user requirements to translate them into deliverables with the team. Ability to respond to changing requirements and assignments, ability to apply good judgment in the context of assignments given. 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. Technological awareness: Keeps abreast of available technology. Understands applicability and limitations of technology to the work of the office. Actively seeks to apply technology to appropriate tasks. Shows willingness to learn new technology.

### **Education**

High school diploma or equivalent. Technical qualification in Spatial Sciences (Cartography, Geographic Information Systems/or equivalent) which involves geographic information and image processing programmes is desirable. In absence of the above, technical qualification in the field of information management or related area (information technology, public information, graphic arts) is desirable.

### **Job Specific Qualifications**

#### **Work Experience**

A minimum of three years of progressively responsible experience in geospatial information, analysis, mapping data visualization, information management or related area (information technology, public information, graphic arts) is required.

#### **Languages**

English and French are the working languages of the United Nations Secretariat. For the position(s) advertised, fluency in English and Arabic (oral and written) is required. Knowledge of another official United Nations language is an advantage.

#### **Assessment**

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

### **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. This position is temporarily available until 30 June 2022 with possible extension subject to availability of funds/posts. If the selected candidate is a staff member from the United Nations Secretariat, the selection will be administered as a temporary assignment.

### **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. 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.**