

Posting Title : TELECOMMUNICATIONS ASSISTANT, G4
Job Code Title : TELECOMMUNICATIONS ASSISTANT
Department/ Office : United Nations Interim Force in Lebanon
Location : NAQOURA
Posting Period : 4 August 2023-2 September 2023
Job Opening number : 23-Telecommunications Technology-UNIFIL-214110-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 Operations Management Unit, within the Field Technology Section (FTS), United Nations Interim Force in Lebanon (UNIFIL), Naqoura. The incumbent will report to the Chief Operations, Field Technology Section, or his/her designate.

Responsibilities

Within delegated authority, the Telecommunications Assistant will be responsible for the following duties: Asset Management:-Assists in the receiving, inspecting and verification of all incoming ICT assets and supplies: issues equipment and enters the records in the asset control system-Assists in the preparation of the scheduling of deliveries of equipment to users and coordinates returns of equipment to the warehouse-Maintains and controls proper records for all expendable and non expendable assets using the organizations management system.- Updates and administers asset database tracking the life cycle of all assets-Monitors the physical inventory of stocked items on a regular basis to ensure accuracy of records and location of property.Operations Support-Performs Administrative duties as required - Monitors accounts and payments to local vendors for services and equipment-Assists with the coordination of translation/interpretation for the unit in coordination with supervisor, with leased line carrier and/or remote site technical support staff, service restoration during facility failures-Maintains up to date work unit files, both paper and electronic on node and transmission facility performance including detailed reports of leased facility outages for outage rebate purposes as well as prepares and revises network diagrams and network documentationOther duties and responsibilities-Ensures that all the required spare parts and supplies are in place so as to minimize downtime of equipment-Assists with the regularly scheduled and preventative maintenance of equipment-Coordinates with the asset

management unit regarding the upkeep of proper inventory records-Assists and organizes the receiving/inspection of new equipment-Assist in formulating technical training curriculum and the conduct of in house training programs for national staff and others within the unit-Performs other related duties as required

Competencies

Professionalism: Knowledge of telecommunication equipment, principles of operations, including local area networks, radio and video surveillance systems, voice and messaging systems. Knowledge of principles of analog and digital transmission.. Knowledge of digital line driver operation. Ability to apply knowledge and technical skills to install and test relevant equipment, provide maintenance services and user support. 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.**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 the 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; 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

A Lebanese driving license is required. Please attach a copy as part of your application. Certification in other supplemental academic qualifications, Telecommunications and Information Systems is required. Please attach a copy of the certificates as part of your application.Relevant training and experience in working at heights is desirable.Relevant training or experience in the installation of data cabling is desirable.

Work Experience

A minimum of three three years of progressively responsible experience in Telecommunications, information systems Network equipment installation and management, systems administration and maintenance, software applications, hardware installation, telephone installation, 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. Applicant is required to work in trenches and manholes during installation and maintenance of network and/or fiber cables. An acknowledgment of this requirement and any previous experience is mandatory. Applicant is required to work at heights through either current accreditation to climb masts or be willing to undertake training to achieve the appropriate qualification. An acknowledgment of this requirement and any previous experience is mandatory.

Languages

English and French are the working languages of the United Nations Secretariat. For the position 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

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.