
JOB POSTING DETAILS

Posting Title:	Liaison Assistant, GL-5
Job Code Title:	Liaison Assistant
Opening Number:	UNMHA-2021-NJO-014
Department/Office:	The United Nations Mission to Support the Hudaydah Agreement
Location:	Amman, Jordan
Type of Contract:	Fixed-Term Appointment
Duration of Contract:	one year
Posting period:	3 March – 9 April 2021

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

Special Notice:

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.

Org. Setting and Reporting:

This position is located in the Office of Chief of Mission Support of the United Nations Mission to Support the Hudaydah Agreement (UNMHA). The Liaison Assistant will report to the P-4 Administrative Officer in Amman.

Responsibilities:

- Assists in establishing and maintaining constructive and cooperative work relationships with the host country and local authorities as well as UNCT. Assist to sustain cooperation and information flow with relevant partners;
- Assists in the planning, coordination and organization of high-level visits and meetings and of institutional events.
- Prepares briefings, presentations on the Office's mandate, structure, functions, and activities;
- Coordinates with the relevant local authorities and external interlocutors to facilitate the Office's operations;

- Supports the visibility of the Office and its operations with the respective governments and authorities
- Supports the Office's initiatives to enhance external coordination and cooperation;
- Supports organizing briefings with interlocutors in the relevant Ministries or partners;
- Assists implementing the programmatic and administrative tasks necessary for the functioning of operations;
- Drafts correspondence and prepares and updates periodic reports, briefing notes, talking points and preparing minutes, summary reports, etc.
- Drafts responses to routine correspondence and other communications for signature; uses standard word processing package to produce a wide variety of documents and reports;
- Monitors processes and schedules related to the Office's outputs, products, tasks, etc.; where applicable, assists in the verification of receipt and accuracy of requisite documents, approvals, signatures, etc. to ensure compliance with relevant legal, financial and other requirements.
- Updates and maintains all documents and files (in paper and electronic format);
- Fulfils general and administrative and logistical duties for the Office, as necessary;
- Assists in the planning, coordination, preparation and execution of events. Assists in the development of event agendas, creates and/or maintains guest lists, makes arrangements for venue bookings, and assists during the event to ensure smooth event, as well as after for post event follow up.
- Serves as focal point for administrative coordination of activities, involving liaising with diverse external interlocutors and follow-up on required actions;
- Process travel expenses.
- Provides key and general assistance and support to the Office, including conducting of research, creating charts and presentations. Maintains office contacts list.
- Provides support to senior officials during their visits. Arranges travel. Compiles reference documents to use during the visits. Makes appointments and prepares schedules for the visits and ensures that information is kept up to date and is easy to reference.
- Performs other work-related duties as assigned.

Competencies:

Professionalism: Knowledge of administrative, budgetary, financial and human resources policies and procedures; Ability to apply various United Nations administrative rules and regulations in work situations; Conceptual analytical and evaluative skills to conduct independent research and analysis; Ability to identify issues, formulate opinions, make conclusions and recommendations; 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 the audience; Demonstrates openness in sharing information and keeping people informed.

Planning and Organizing: Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments and 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.

Education:

High school diploma or equivalent. Training in communication, coordination, project monitoring, liaison, logistical, and administrative issues is an asset.

Skills/knowledge: Sensitivity to the political, social and cultural environment. Awareness of population diversity and of its needs. Good understanding of mission mandate. Ability to gather, verify and evaluate information from a variety of sources. Commitment to gender equality. Practical training in administration is desirable.

Work Experience:

Five (5) years of related work experience in coordinating with local and external authorities and partners and maintaining work relationship with the host government and local authorities. Solid computer skills including proficiency in word processing and spreadsheets is required.

Experience in providing administrative support is desirable. Experience working at UN Agencies (or similar organization) in this capacity is desirable.

Languages:

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

Assessment Method:

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

United Nations Considerations:

The United Nations shall place 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. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

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.