

**INDIVIDUAL CONTRACTOR (IC) VACANCY FOR
Administrative Assistant
UNSMIL-GS5- IC 001/2022**

Title: Administrative Assistant
Level: GS-5- Individual Contractor (IC)
Duty Station: Tripoli, Libya
Section: Office of Ceasefire Monitoring Component (CMC)
Number of Positions: 1
Date of Issue: 15 April 2022
Deadline for applications: 25 April 2022

Women candidates are strongly encouraged to apply to the mentioned position

HOW TO APPLY:

STEP 1: INTERESTED APPLICANTS SHOULD SUBMIT THEIR APPLICATION USING THE UNITED NATIONS PERSONAL HISTORY FORM P.11

(P.11 obtainable at the following web site: <https://unsmil.unmissions.org/sites/default/files/p11-form.doc>)

ANY APPLICATIONS RECEIVED IN A FORMAT DIFFERENT TO THE UNITED NATIONS PERSONAL HISTORY FORM (P.11) WILL NOT BE CONSIDERED.

STEP 2: Qualified candidates must submit their application using the P.11 template listed in STEP 1 by e-mail to unsmil-hrstaffing@un.org. The application MUST include only the Job Opening No. in the subject line of their e-mail (e.g. UNSMIL- GS5-IC001/2022)

ORGANIZATIONAL SETTING AND REPORTING:

This post is located within the Office of the Mission Coordination of the United Nations Support Mission in Libya (UNSMIL). The post is located in Tripoli, Libya. The incumbent will be under the overall supervision of the **Chief Ceasefire Monitoring Component**.

On 31 January 2022, the Security Council renewed the mandate of United Nations Support Mission in Libya (UNSMIL) until 30 April 2022, through resolution 2619 (2022). The Security Council has tasked UNSMIL, as an integrated special political Mission, in full accordance with the principles of national ownership, to exercise mediation and through its good offices to: (i) further an inclusive political process and security and economic dialogue; (ii) further the continued implementation of the Libya Political Agreement; (iii) help consolidate the governance, security and economic arrangements of the Government of National Accord, including support for economic reform in collaboration with international financial institutions; (iv) help to achieve a ceasefire and, once it is agreed by the Libyan parties, provide appropriate support to its implementation; (v) support subsequent



phases of the Libyan transition process, including the constitutional process and the organization of elections; (vi) coordinate and engage closely with international actors including neighboring countries and regional organizations; (vii) provide support to key Libyan institutions; (viii) support, on request, the provision of essential services and delivery of humanitarian assistance, including in response to the COVID-19 pandemic, in accordance with humanitarian principles; (ix) monitor and report abuses and violations of human rights and violations of international humanitarian law, including sexual violence in conflict, notably through the effective deployment of women and child protection advisers; (x) provide support in securing uncontrolled arms and related materiel and countering their proliferation; and (xi) co-ordinate international assistance, and provision of advice and assistance to Government-led efforts to stabilize post-conflict zones, including those liberated from Da'esh. The Security Council, through resolution 2619 (2022), tasked UNSMIL to provide support to the Libyan-led and Libyan-owned ceasefire monitoring mechanism including through the facilitation of confidence-building measures and the scalable and incremental deployment of UNSMIL ceasefire monitors.

JOB DESCRIPTION:

Under the overall supervision of the Chief Ceasefire Monitoring Component, the incumbent will perform the following functions:

1. Coordinates extensively with service units and liaises frequently with internal team members. Liaises with counterparts in other sections relating to scheduling and administrative arrangements
2. Drafts correspondence for the Supervisor.
3. Assists officers with the preparation of drafts for routine correspondence, briefing notes and background information.
4. Enters, maintains and certifies administrative data and records in electronic systems. Files and retrieves office documents, including through the management of Sharepoint and other electronic document management systems.
5. Maintains files of rules, regulations, administrative instructions and other related documentation.
6. Arranges conference calls, conference rooms and meetings.
7. Maintains up-to-date work unit files (both paper and electronic). Prepares, prints and distributes meeting points and notes to file.
8. Assists with travel preparation. Prepares, processes and follows up on administrative arrangements and forms related to the official travel of staff.
9. Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies
10. Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies;
11. Performs additional relevant tasks, as required.

QUALIFICATIONS:

Education: High school diploma or equivalent is required. Technical or vocational certificate in administrative services, finance, human resources, business administration is desirable.



United Nations Support Mission in Libya
بعثة الأمم المتحدة للدعم في ليبيا

Work Experience: A minimum of five (5) years of progressively responsible experience in administration, finance, budget, accounting, audit, human resources, or related area is required. Solid computer skills including proficiency in word processing and spreadsheets is required. Specific knowledge of the UN administrative electronic tools, such as Umoja or ERP is desirable. Relevant experience in applying United Nations Rules and Regulations is desirable. Previous experience working in the front office of a senior public official is desirable.

Language: English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English is required.

SPECIAL NOTICE:

Applicants who are not nationals from Libya must meet the relevant employment requirements of the host country, including fulfilling visa or work permit stipulations.

An appointment shall not be granted to a person who is the father, mother, son, daughter, brother, sister, step-children, or step-sibling of a staff member. This restriction applies to relationships within the United Nations Secretariat and not to those with the separately administered Agencies, Funds, or Programmes.

ADDITIONAL INFORMATION:

Due to the high volume of applications received, ONLY those applicants who are short-listed will be notified.

Incomplete applications or applications received after the deadline will not be considered.

The necessity for ensuring the highest standards of efficiency, competence, and integrity remains the paramount consideration in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.