

Posting Title : Programme Assistant, G6

Job Code Title : Programme Management Assistant

Department/ Office : United Nations Mission in the Republic of South Sudan - created by GA Resolution 1996 (2011)

Location : Juba;Torit;Yambio;Malakal;Bor (Jongli/South Sudan);Bentiu; Wau;Aweil;Kuajok;Rumbek OLS

Posting Period : 19 November 2024-2 December 2024

Job Opening number : 24-PGM-UNMISS-247674-J-MULTIPLE D/S (M)

Staffing Exercise : N/A

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

Org. Setting and Reporting

The position is within the United Nations Mission in South Sudan (UNMISS). The position is based in multiple duty stations across South Sudan (capitals of all 10 states), Juba, Torit, Yambio, Malakal, Bentiu, Bor, Rumbek, Kuajok, Wau, Aweil, and is part of the UN Integrated Electoral Assistance Team. The Program Assistant reports to Electoral Officer. The United Nations Security Council adopted resolution 2567 (2021) deciding that UNMISS's mandate is designed to advance a three-year strategic vision to prevent a return to civil war in South Sudan, to build durable peace at the local and national levels, and to support inclusive and accountable governance and free, fair, and peaceful elections in accordance with the Revitalised Agreement on the Resolution of the Conflict in the Republic of South Sudan (R-ARCSS). Furthermore, Security Council Resolution 2731 (2024) called on the UNMISS to provide technical assistance, to include capacity-building, and logistical support for the electoral process, as appropriate, in coordination with the United Nations Country Team and regional and international partners as well as security support to facilitate the electoral cycle, consistent with the R-ARCSS.

Responsibilities

Within delegated authority and depending on location, the Programme Assistant will be responsible for the following duties:

- Support the UN Integrated Election Assistance Team in implementing its mandate and activities at state level.
- Assist in coordination and implementation of electoral activities at state level in alignment with the mission's mandate, ensuring effective management of all phases of the electoral programme cycle.

- Provide logistical and administrative support for electoral operations, working closely with Mission Support and other relevant sections to ensure smooth execution, including participation in logistics reconnaissance (recce) missions and drafting detailed reports on logistical requirements.
- Facilitate communication and coordination with the National Electoral Commission, State High Committees, and other stakeholders.
- Support capacity-building initiatives and training programs for national counterparts, contributing to the enhancement of local electoral knowledge and skills.
- Prepare, manage, and disseminate reports, briefing materials, and documentation related to electoral activities. This includes designing and generating periodic and ad hoc reports, statistical tables, and other graphic content for effective decision-making.
- Oversee the day-to-day operations and administration of the electoral office in the assigned area of responsibility.
- Maintain and manage internal databases relevant to the electoral programme, ensuring accurate and accessible data for planning, monitoring, and evaluation purposes.
- Assist with inventory control and procurement of electoral materials, supplies, and services, including managing contracts, verifying funding and bidding processes, and certifying invoices to ensure compliance with procurement guidelines.
- Draft correspondence and communications related to all aspects of programme/project administration, including work plans, budgets, and reports, and support the collection and analysis of data for knowledge management and decision-making.
- Act as a focal point for coordination and monitoring of electoral project implementation at state level, ensuring that all stages proceed according to plan and initiating remedial actions as necessary.
- Organize and contribute to meetings, workshops, and other events related to the electoral process, ensuring that all logistical and administrative aspects are handled effectively.
- Assist the national electoral authorities in developing and maintaining regular and impartial communication with political parties, media organizations, non-governmental organizations and gender focal groups.
- Liaise and meet regularly with relevant stakeholders on elections related matters in relation to, for instance, political parties and candidate registration, voter registration, district delimitation, electoral campaigning, observer accreditation, polling, counting and result tabulation).
- Perform other related duties as required.

Competencies

PROFESSIONALISM: Knowledge of internal policies, processes and procedures generally and in particular those related to programme/project administration, implementation and evaluation, technical cooperation, programming and budgeting. Understanding of the functions and organization of the work unit and of the organizational structure and respective roles of related units. Ability to identify and resolve a range of issues/problems and to work well with figures, undertake basic research and gather information from standard sources. The ability to perform analysis, modeling and interpretation of data in support of decision-making.

Demonstrated 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.

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.

PLANNING AND ORGANIZING: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; 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 is required.

Job Specific Qualifications

Work Experience

A minimum of seven (7) years of experience in program or project administration, preparation and monitoring, research, data and information analysis, or a related field is required. The minimum year of relevant experience is reduced to five (5) for candidates who possess a first-level university degree or higher.

At least five (5) years of progressively responsible experience in electoral administration, government administration and systems, or related areas is desirable.

Electoral experience in or in support of field operation of the United Nations Common System or a comparable international organization is desirable.

Experience in a government institution is desirable.

Experience working with an Enterprise Resource Planning (ERP) system, such as Umoja, is desirable.

One (1) year or more of experience in data analytics or related area is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of Arabic language is desirable.

"NOTE: "fluency equals a rating of "fluent" in all four areas (read, write, speak, understand), and " Knowledge of" equals a rating of "confident" in two of the four areas.

Assessment

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

Special Notice

This position is subject to local recruitment pursuant to staff rule 4.4 of the United Nations Staff Rules. Applicants for positions in the General Service and related categories must be authorized to work for the United Nations in the duty station where the position is located. Staff members subject to local recruitment are not eligible for allowances or benefits exclusively applicable to international recruitment.

Qualified women that meet the requirements of this job opening are particularly encouraged to apply and will be given full consideration in accordance with the United Nations efforts to increase women participation in its workforce.

The position is based in multiple duty stations across South Sudan (capitals of all 10 states), Juba, Torit, Yambio, Malakal, Bentiu, Bor, Rumbek, Kuajok, Wau, Aweil. Please note that anyone selected will be required to report for duty in that location on the agreed date and will also be expected to arrange their own accommodations. There is no UN provided accommodation. If the selected candidate is unable to report to the identified Duty Station, the contract will be considered void

At the United Nations, the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence, and integrity, with due regard to geographic diversity. All employment decisions are made on the basis of qualifications and organizational needs.

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.

By accepting a letter of appointment, staff members are subject to the authority of the Secretary-General, who may assign them to any of the activities or offices of the United Nations in accordance with staff regulation 1.2 (c). Further, staff members in the Professional and higher category up to and including the D-2 level and the Field Service category are normally required to move periodically to discharge functions in different duty stations under conditions established in ST/AI/2023/3 on Mobility, as may be amended or revised. This condition of service applies to all position specific job openings and does not apply to temporary positions.

Applicants are urged to carefully follow all instructions available in the online recruitment platform, inspira, and to refer to the Applicant Guide by clicking on "Manuals" in the "Help" tile 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.