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JOB OPENING

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Functional Title & Level:	Training Assistant (GS-6)
Duty Station:	Port-au-Prince
Posting Period:	11- 19 September 2018
Job Opening Number:	MINUJUSTH-NJO-2018-016

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### Special Notice

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply. Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

All interested candidates should submit their Personal History Profile (PHP) and copies of their educational diploma/certificates and employment records via email at [minujsth-recruitment@un.org](mailto:minujsth-recruitment@un.org). Blank PHP and supplementary sheets are available at the MINUJUSTH bulletin Board and at the MINUJUSTH website: <https://minujsth.unmissions.org/offresdemploi>.

**Important:** Functional title and job opening number MUST be indicated in the subject of your e-mail application to be considered for review.

### Organizational Setting and Reporting

This position is located in the United Nations Mission for Justice Support in Haiti, (MINUJUSTH). The United Nations' Security Council adopted resolution 2350 (2017) deciding the establishment of MINUJUSTH which is mandated to assist the Government of Haiti to strengthen rule of law institutions in Haiti; to further support and develop the Haitian National Police; and to engage in human rights monitoring, reporting, and analysis among others.

The **Training Assistant (G6)** typically reports to the **Chief of Unit/Section**.

### Responsibilities

Under the supervision of the Chief Integrated Mission Training Center, the Training Assistant will be responsible for the following duties:

- Contributes to the development, delivery, monitoring and evaluation of training, learning and development programmes for staff. These programmes encompass a range of activities including inter alia, technical and substantive training, security

and safety, induction, leadership and management training, communication skills and planning.

- Supports the designing of specific training programmes to meet unique mission operational requirements and staff development needs as well as systems or methods to disseminate information to mission staff on training and development opportunities.
- Delivers Microsoft applications training, in particular Excel, Word and Power Point Trainings at all levels (Basic, Intermediate and Advance).
- Co-coordinates and organizes specialized training programmes with the various functional and substantive areas that meet cross-cutting training needs such as HIV/AIDS awareness, Gender, etc., as applicable.
- Provides administrative and logistical support to the planning and delivery of a variety of training and learning activities for staff and managers at mission level.
- Reviews and processes enrolment of staff in training and learning initiatives through learning management systems and/or automated applications.
- Advises staff members on the availability of learning activities and procedures at mission level.
- Collects, collates and maintains statistical data on training activities particularly through automated systems and applications.
- Undertakes research on a range of training related issues and assists in the monitoring of training and preparation of notes/reports.
- Liaises with military and UN police training officers to ensure that integrated training is developed and delivered to meet cross-cutting needs.
- Prepares written responses to queries concerning training related matters.
- Perform other duties as required.

## Competencies

- **Professionalism:** Shows pride in work and 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 audience; demonstrates openness in sharing information and keeping other informed.
- **Planning & 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.

- **Client Orientation** : Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

## **Education**

High School diploma or equivalent is required. Technical training in design and delivery of training adults and the design and provision of adult learning opportunities are highly desirable.

## **Work Experience**

At least eight (8) years of progressively responsible experience in the field of design, delivery and evaluation of training courses or related areas such as assessing training needs and planning training programmes. Experience in delivering training for adults is desirable. Experience working in a multicultural and/or international work environment is highly desirable. Experience in delivering behavioral-interview workshops is desirable.

## **Languages**

English and French are the working languages of the United Nations Secretariat. For this post, Fluency in English and French, (both oral and written) is required.

**Other:** Possession of a valid driving permit and ability to drive 4x4 vehicles in off road conditions is necessary.

## **Assessment**

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