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## MINUJUSTH JOB OPENING

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| <b>Job Title &amp; Level:</b> | <b>Associate Project Officer (NO-B)</b> |
| <b>Department/Office:</b>     | <b>Procurement (Supply Chain)</b>       |
| <b>Location:</b>              | <b>Port-au-Prince</b>                   |
| <b>Posting Period:</b>        | <b>From 13/11/2018 to 22/11/2018</b>    |
| <b>Job Opening Number:</b>    | <b>MINUJUSTH-CIC-024</b>                |

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UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

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### Special Notice

The United Nations Mission for Justice Support in Haiti (MINUJUSTH) invites all interested and qualified candidates to apply for the announced job opening. All interested candidates should submit their Personal History Profile (PHP) and copies of their educational diploma/certificates and employment records via email to [minujsth-ic-recruitment@un.org](mailto:minujsth-ic-recruitment@un.org). Blank PHP and supplementary sheets are available at the MINUJUSTH Bulletin Board for Internal Candidates and at the MINUJUSTH website (<https://minujsth.unmissions.org/offres-demploi>) for external candidates.

For ease of reference, please include the job opening number indicated above in the subject of your e-mail. Due to volume of applications being received, acknowledgment will be sent to short-listed candidates only.

### Organizational Setting and Reporting Relationships:

The primary function of Asset Distribution Project Officer is to assist the Project Manager in all aspects of the asset distribution day-to-day operation of Asset Distribution activities. Under the supervision of the Project Manager, the Project Officer will coordinate all types of projects to selected recipients, oversee end-to-end delivery on time, while meeting organizational and client expectations.

Responsibilities encompass a wide range of tasks notably the coordination of Asset Distribution Project (ADP) activities, resources, and information; and support to project management duties, including updating risk/opportunity registers.

The Project Officer will also gather and impart information including coordination of ADP activities throughout the project life cycle.

### Responsibilities:

Under the direct supervision of the Project Manager, the Project Officer shall:

- Assist the Project Manager in the overall implementation of the Asset Distribution project

- Support the Project Manager to generate and maintain project schedule and milestones
- Assist in coordinating the implementation of the project activities
- Assist in implementing the project activities within the framework of the project plan
- Support the Project Manager to monitor the progress of the project activities on a daily basis
- Assist the Project Manager in convening and reporting periodically on the status of the project
- Consult relevant stakeholders on the implementation of asset distribution project activities
- Provide support in organizing, executing and coordinating logistical requirements for Asset Distribution activities
- Manage issue resolution process and ensure corrective actions are taken accordingly
- Effectively and accurately communicate relevant project information to the Project Manager
- Assist in managing changes to project scope and schedule
- Play a supportive role in fostering and maintaining customer relationships

### **Competencies**

- Uses initiative to deliver required outputs and planned results on deadline
- Ability to prepare and interpret flowcharts, schedules and step-by-step action plans
- Solid organizational skills, including multitasking and time-management
- Capacity to coordinate multiple parallel projects
- Ability to positively respond to new approaches
- Focuses on impact and results for the client and responds positively to feedback
- Anticipates constraints and identifies solutions
- Adapts deliverables to meet client needs
- Collaborates to improve methods and delivery
- Ability to prioritize and balance different stakeholder groups
- Analytical and problem-solving abilities
- Strong communication and teamwork skills
- Familiarity with risk management and quality assurance control
- Significant attention to detail
- Maintains database of project files
- Demonstrates integrity by modeling the UN's values and ethical standards

### **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.

**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.

**Required skills and experience:****Education**

Master's Degree in Business Administration or related field degree. A first-level university degree in combination with two additional years of qualifying work experience may be accepted in lieu of the Master's Degree.

**Work Experience**

A minimum of Three years of progressively responsible work experience in Project Management/Supply Chain Management.

**Language requirement:**

Excellent spoken and written English language skills. Knowledge of French is desirable.