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## MINUJUSTH JOB OPENING

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<b>Job Title &amp; Level:</b>	<b>Database Management Assistant (IC-5)</b>
<b>Department/Office:</b>	<b>Security Section</b>
<b>Location:</b>	<b>Port-au-Prince</b>
<b>Posting Period:</b>	<b>From 6 April to 16 April 2018</b>
<b>Job Opening Number:</b>	<b>MINUJUSTH-CIC-14-2018</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:

This position is located in Security Section. The incumbent reports to the Chief of the Unit.

#### 1. ORG SETTING

Under the direct supervision of the Investigation Unit Coordinator, within limits of delegated authority, the incumbent will provide support of a wide range of technical, administrative and secretarial duties ensuring the smooth and efficient administration functions as instructed by the supervisors.

#### 2. RESPONSIBILITIES

Under the direct supervision and the guidance of the Chief Special Investigation Unit, the incumbent will be responsible to perform the following duties:

- Ensure update of SIU databases with minimum backlog;
- Archive of SIU files and coordinates with IMU for long term storage;
- Keep and maintain electronic and manual filing system;
- Receive and disseminate all correspondence on behalf of SIU;
- Receive and direct all enquiries from staff, UN agencies and local authorities;

- Ensure that office equipment assigned to the Unit are in serviceable condition;
- Conduct liaison with Logistics Unit to receive stationary and office equipment for the Unit;
- Maintain and update record on movement of personnel with the Unit;
- Perform any other duties assigned by the Supervisor or the CSO.

### 3. COMPETENCIES

**Professionalism.**-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; Show persistence when faced with difficult problems and challenges; remains calm in stressful situation.

**Planning & Organizing.** - Should possess excellent organizational skills to work with minimum supervision and deal with security investigation issues.

**Communication.** - Ability to speak and write clearly and effectively; Ability to listen to others, correctly interprets messages from others and respond appropriately; communication; Ability to demonstrate openness in sharing information and keeping people informed.

**Technology Awareness.** - Good computers skills and knowledge of other special investigative equipment; ability to apply relevant software application pertinent to the roles and responsibilities of the special investigation Unit.

**Teamwork.** - Good Interpersonal skills; Ability to effectively work with the mission staff, other agencies personnel, local population and other security officers.

### 4. EDUCATION

High School education with confirmed Diploma/certificate.

### 5. WORK EXPERIENCE

Minimum five (5) years of relevant work experience related to administrative support in the field of finance, accounting, human resources, audit and administrative services or other related fields.

### 6. LANGUAGE

For the position advertised, fluency in French and English is required. Knowledge of Spanish is an advantage.