
MINUJUSTH JOB OPENING

Job Title & Level:	Gym Instructor (IC-3)
Department/Office:	Staff Welfare, Human Resources Unit
Location:	Port-au-Prince
Posting Period:	16-22 March 2018
Job Opening Number:	MINUJUSTH-CIC-03-2018

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

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. 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 part of MINUJUSTH Staff Welfare and located in the Human Resources Unit. The incumbent reports to the Chief Human Resources Officer.

Responsibilities:

Under the supervision and guidance of the Chief Human Resources Officer, the incumbent will be responsible for, but not limited to, the following functions:

- Provide guidance and information to clients regarding the use of equipment (with close monitoring) and its benefits.
- Assist client in designing and managing physical training programs.
- Assist in elaboration of proper regime for loss of weight.
- Conduct aerobic/fitness classes.
- Assist in organizing welfare events within the mission area such as sporting events, fair.
- While on duty, the gym instructor must maintain unhindered presence within the gym facility to ensure safety of the equipment.
- Responsible of the safety, utilization and inventory of the Welfare Equipment and Assets in use.
- The gym instructor shall provide maintenance for the UN Gym equipment in MINUJUSTH gym locations – Log Base and Delta Camp including but not limited to Treadmill, Stair climber, Stationary Bike, Rowing machine, Weight lifting equipment, (require periodic tightening of the screws and bolts), Universal machines (require periodic lubrication and tightening of the screws and bolts). The maintenance service

is limited to routine maintenance and repair in response to fair wear and tear. All spare parts will be provided by MINUSTAH Welfare and Recreation Unit as and when required.

- Consistently exert a high degree of energy, be physically fit, and have the endurance to complete fitness tasks.
- Perform other related duties as required.

Competencies

- **Professionalism:** The gym instructor must have proficient knowledge in delivering various gym related instruction and group fitness classes. Knowledge of gym equipment maintenance. 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.
- **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.
- **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.

Education

High School diploma or equivalent required. Certificate or diploma in gym instruction services from a recognized and accredited institution required. Additional specialty/certifications is an asset. First aid certificate (including CPR) is an asset.

Work Experience

At least one (1) year of progressively responsible experience working as a gym instructor in a gym, fitness or wellness center. Experience in care and maintenance services of gym equipment. Experience in a multi-cultural Organization, such as the United Nations or similar is desirable.

Languages

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

Special notice

While performing the duties of this job, the gym instructor is frequently required to walk, stand, sit and talk or hear. The employee is occasionally required to handle or operate objects, tools, or controls; and reach

with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The gym instructor may be required to lift and/or move up to 25 pounds, and occasionally must aide or assist participants.

The successful candidate(s) shall certify that their medical or health insurance covers medical evacuations and treatment.