



Individual Contractor (IC) Opening for Protocol Assistant UNSMIL-IC-4-49/2017 (Open for 07 days)	
Title:	Protocol Assistant
Level:	Individual Contractor GS-4
Duty Station:	Tunis
Section:	Technical Section
Date of Issue:	08 December 2017
Deadline for applications:	18 December 2017
<u>Women candidates are strongly encouraged to apply to the mentioned position</u>	
HOW TO APPLY:	<p>STEP 1: Interested applicants should submit the United Nations Personal History Form (P11 obtainable at the following web site: http://tinyurl.com/unsmil-p11)</p> <p>STEP 2: Qualified candidate MUST submit his/her P11 application with all the documents listed in STEP 1 by e-mail to unsmil-hrstaffing@un.org copy to elayashy@un.org and MUST include only the JO No. in the subject line of their e-mail (e.g. UNSMIL- IC-4-49/2017)</p>
JOB DESCRIPTION:	<p>Under the overall guidance of the CMS Office and direct supervision of Property Management Assistant the Protocol Assistant will be responsible for the following duties:</p> <ul style="list-style-type: none"> • Prepare Note verbal requesting access to VIP Lounge at Tunis-Carthage airport and assist upon the departures and the arrivals of SRSG, DSRSG & ASG; • Assist and Support new arriving staff members to UNSMIL at Tunis-Carthage airport; • Assist and Support the UNG rotations, repatriations on arrival and on departure; • Prepare documents, process and follow up for a multi entry Visas to Tunisia & Libya for all UNSMIL personnel, and their official dependents, VIPs, UN agencies, Official visitors and delegations; • Ensure that all staff members complete required documentation to obtain the Tunisian, residency card and Libyan Visa; • Develop necessary arrangements to follow up the Visa procedure; • Maintain and update the filing and archives of the unit. • Keep track of the Tunisian residency cards; • Keep direct supervisor informed of any changes or delays that may affect operations the process;



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	<ul style="list-style-type: none"> • Prepare Note verbal and correspondence to customs authorities. • Provide ad hoc translation from French to English and vice versa; • Compile weekly statistic reports related to Visas; • Carry out any other duties as directed by the supervisor; • Prepare and follow-up the franchises for UNSMIL / PERSONAL EFFECTS until receiving the shipments.
COMPETENCIES:	<p>Professionalism: Knowledge of, and ability to apply protocol rules, regulations and procedures in the UN environment. Knowledge, skills and ability to extract, interpret, analyze and format data across the full range of protocol, including database management, Ability to identify and resolve data discrepancies and operational problems. 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.</p>
	<p>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.</p>
	<p>Accountability: Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.</p>
Qualifications:	<p>Education: High school diploma or equivalent.</p> <p>Experience: Four (4) years of work experience in protocol services or related area, and customs clearance services or related area.</p> <p>Language: The English and French are working languages of the UN Secretariat. For the post advertised, fluency in both spoken and written English and Arabic is required.</p>

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	<p>Important This vacancy is open for Tunisian Nationals and Non-Tunisian nationals who have a valid work permit to work in Tunisia.</p> <p>Women Candidates are strongly encouraged to apply to mentioned post.</p>
Additional information:	<p>Due to the high volume of applications received, ONLY those applicants who are short-listed will be notified.</p> <p><u>Incomplete applications or applications received after the deadline will not be considered.</u></p> <p>The necessity for ensuring the highest standards of efficiency, competence and integrity remain the paramount considerations in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.</p>