
MINUSTAH- JOB OPENING
Internal / External

Job Title & Level:	Staff Welfare Assistant (GL-6)
Department/Office:	MINUSTAH / Welfare Section
Location:	Port-au-Prince, HAITI
Posting Period:	28 November – 12 December 2016
VACANCY ANNOUNCEMENT:	MINUSTAH-NJO-2016-099

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Special Notice

The United Nations Stabilization MINUSTAH 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 certificates to Recruitment & Career Development Unit (RCDU) via email at minustah-recruitment@un.org. Blank PHP and supplementary sheets are available at the MINUSTAH Bulletin Board for Internal Candidates and at the MINUSTAH website (<http://minustah.unmissions.org/recrutement>) for external candidates. Attachments/file size bigger than 10 MB should be sent in batches.

For ease of reference, please include the job opening number indicated above in the subject of your e-mail.

Organizational Setting

This position is located in the Welfare Unit, the Staff Welfare Assistant will report to the Staff Counselor and supports the supervisor to assess welfare needs and promote welfare initiatives within the mission.

Description of Duties

- Within the delegated authority, the Staff Welfare Assistant will carry out the following duties:
- Researches needs of staff in terms of well-being and recreational activities through surveys and analysis of direct feedback, and contributes to the development of programmes designed to improve the quality of life of staff members within the mission area.
- Solicits input from staff, staff unions, field offices and staff welfare committee and implements recreational and social opportunities for staff.
- Coordinates regular recreational activities for staff (such as outings, barbecues, happy hours, film nights and other social events), and works in partnership with administration and welfare committee to maintain a staff recreation space and gym.
- Participates in developing the expertise, profile and capacity of the Welfare Unit by drafting new activities project proposals under the supervision of the Staff Counselor.
- Disseminates information to increase staff awareness about social and recreational opportunities available to them in the mission through production of brochures, posters, and issuance of regular broadcasts.
- Participates in the induction training programs of new staff and regularly updates information posted on the intranet system.
- Facilitates access to housing information and develops links with local resources as appropriate.

- Collaborates with the Training Unit to implement a "Cultural Awareness" training for staff in the mission.
- Monitors environmental factors that could lead to unhealthy lifestyle.
- Facilitates increased welfare initiatives in the team sites through offering support to committees and fostering the development of new committees.
- Maintains an information resources center and organizes a book /DVD library for staff.
- May supervise the ICs working in the welfare gyms, is responsible for good maintenance and administration of the gyms, and for regular communication of gym schedules to staff members.
- Coordinates the regular occurrence of a local crafts fair in the MINUSTAH premisses.
- Performs any other duties as assigned.

Competencies

Professionalism: Knowledge of internal policies, processes and procedures generally and in particular those related to programme/project administration. Strong related background in working experience in a multicultural environment, especially in initiating and encouraging participation in welfare/social activities required; commitment to implement the goal of gender equality by ensuring the equal participation of full environment of women and men in all aspects of peace operations. Understanding of the functions and organization of the work unit and of the organizational structure and respective roles of related units. Ability to work well with figures, undertake basic research and gather information from standard sources. Demonstrated ability to apply good judgment in the context of assignments given. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

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.

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.

Education

High school diploma is required. Further training or certification in welfare, event or project planning/project management is an asset.

Work Experience

A minimum of seven (7) years of progressively responsible experience in planning recreational and welfare events and coordinating their implementation. Excellent organizational, communication and computer skills (graphism, design, creation of posters and visuals on a computer). Experience in organizing conferences, corporate events or management of leisure facilities is highly desirable. Knowledge of the UN rules, regulations and working experience in a United Nations field mission or other similar operational environment is an advantage.

Languages: English and French are the working languages of the United Nations. For the post advertised, fluency in oral and written English and French are required. Creole is an advantage.