



**United Nations Investigative Team to promote accountability for crimes
committed by Da'esh / ISIL**

UNITAD

JOB POSTING DETAILS

Posting Title: Handler

Opening Number: UNITAD-2020-IC-002

Department/Office: United Nations Investigative Team to promote
accountability for crimes committed by Da'esh / ISIL (UNITAD)

Location: Dohuk, Iraq

Type of Contract: Individual Contractor

Duration of Contract: Nine (9) months with the possibility of extension

Posting period: 13 – 19 February 2020

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

Special Notice:

UNITAD invites all interested and qualified candidates to apply for the announced position.

Important Notice: Interested candidates should complete the attached United Nations Personal History form (P.11), and forward electronically at the following email address: UNITAD-Staffing@un.org. Therefore, only applications made via the UN P-11 form will be considered, and incomplete P-11s will not be processed. (CVs and other agencies forms will not be considered either). Additionally, please do not submit any supporting documents such as diplomas / educational certificates. These documents will be requested only from those candidates who have successfully passed the assessment / interview process.

Posting Title and Opening number MUST be indicated in the subject of your e-mail application.

Short-listed candidates may be requested to sit for written (and/or technical test) in addition to an interview.

Only shortlisted candidates will be contacted and advance to the next stage of the selection process.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

Org. Setting and Reporting:

This individual contractor position is located within the United Nations Investigative Team to promote accountability for crimes committed by Da'esh / ISIL (UNITAD) and will be based in Dohuk, Iraq.

UNITAD was established by the Secretary-General pursuant to Security Council resolution 2379 (2017), according to which it is mandated to support domestic efforts to hold ISIL (Da'esh) accountable by collecting, preserving and storing evidence in Iraq of acts that may amount to war crimes, crimes against humanity and genocide committed by the terrorist group ISIL (Da'esh) in Iraq.

Responsibilities:

Under the direct supervision of the Administrative Assistant, the incumbent will be responsible for the following duties:

- Assist the administration unit in handling the storage of goods and documents and keeping water dispensers filled;
- Assist office furniture installation/ lifting and moving heavy office items such as chair; table, cabinets, printer and any other office related items;
- Check door locks, door closures, handles, accessories and request for maintenance when needed;
- Oversee the work activities of cleaners and ensure office areas and equipment are clean;
- Make sure that both cleaning tools and the cleaning products as well as maintenance spare parts are available on time;
- Monitor and request maintenance for the following items; tube lights, boilers and other toilet/bathroom related items such as shower heads, bars, rods, faucets, flush meters and parts, toilet bowls, wax ring etc.;
- Check the water storage tanks and cisterns in the office and report to the administration unit for follow up with the landlord of service requirements;
- Make sure that the office sanitation system is operational;

- Purchasing stuffs to office from the local market when needed;
- Perform any other duties assigned by the supervisor.

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; 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.

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 risk and allows for contingencies when planning; monitors and adjusts plans and actions as necessary, uses time efficiently.

Teamwork: Good interpersonal skills; ability to work in multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

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.

Education: Primary education, high school degree is desirable;

Work Experience:

Minimum two years of relevant work experience; Valid driving license with ability to drive manual car.

Languages:

English and French are the working languages of the United Nations Secretariat. For the position advertised, good knowledge of the national language (Kurdish) is required. Good knowledge in English and Arabic is desirable;

Assessment Method:

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

United Nations Considerations:

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

No Fee:

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.