



United Nations Support
Mission In Libya

بعثة الأمم المتحدة للدعم في ليبيا

Job Opening for Telecommunication Assistant UNSMIL-GS5-JO002/2018 (Open for 30 days)	
Title:	Telecommunication Assistant
Level:	GS-5
Duty Station:	Tripoli
Section:	Communication and Information Technology Section – CITS
Date of Issue:	15 January 2018
Deadline for applications:	13 February 2018
<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: https://unsmil.unmissions.org/sites/default/files/p11-form.doc)</p>
	<p>STEP 2: Qualified candidate MUST submit his/her 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-GS5-JO002/2018)</p>
ORGANIZATION SETTING AND REPORTING:	<p>This position is located within the Office of the Chief of Mission Support in the CIT Section in the United Nations Support Mission in Libya (UNSMIL). The position is based in Tripoli, Libya. The incumbent will be under the overall supervision of the Chief CIT Section.</p> <p>UNSMIL's mandate as renewed in SC resolution 2376 (2017) of 14 September 2017 includes, as an immediate priority, support to the Libyan political process, as well as the undertaking of: (a) human rights monitoring and reporting; (b) support to key Libyan institutions; and (c) coordination of international assistance.</p>
JOB DESCRIPTION:	<p>Within delegated authority, the Telecommunication Assistant/GS5 will carry out the following duties:</p> <p><u>Satellite Earth-Station Operations:</u></p> <ul style="list-style-type: none"> Assists in the operation and maintenance of Intelsat Standard satellite earth-station equipment, inclusive of the antenna system, RF equipment, IF equipment, base-band equipment, and the control, supervisory, and test facilities. Performs fault diagnosis and repair. Performs other related duties as required. <p><u>Wide Area Network Operations (WAN):</u></p> <ul style="list-style-type: none"> Monitors transmission performance of all local and remote network nodes at the link and at the I/O levels.



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- Coordinates with leased line carrier and/or remote site technical support staff, service restoration during facility failures.
- Performs other related duties as required.

Local Area Network Operations (LAN):

- Assists in the implementation of ad-hoc LAN support requirements with departmental focal points.
- Provides remote operations and maintenance service and advanced technical support for the LAN Network.
- Maintains LAN equipment inventory.
- Performs other related duties as required.

Voice and Messaging Operation:

- Analyzes and reviews requests for telephone services.
- Formulates technical service orders and follows up on pending work orders.
- Maintains liaison with telecommunications representatives with regard to any change, correction or discrepancy on technical information on procedures; oversees installations, monitors quality and quantity of work performed by contractors and compiles and prepares statistics on same.
- Network Layout showing equipment locations and connectivity.
- Performs other related duties as required.

Audio/Visual Conference Services:

- Installs, configures and tests audio, video conference and desktop video conference hardware/software using available communication and network connectivity.
- Assists in meetings' preparation by preparing and configuring conference hardware and operates equipment during conferences.
- Provides support and training for new users of conference systems.

Two-way Radio Network and equipment:

- Installation and maintenance of radio equipment.
- Programming for radio equipment
- Installation and maintenance of equipment in vehicles.
- Maintenance of equipment records.
- Performs other related duties as required.



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COMPETENCIES:	<p>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.</p>
	<p>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 people informed.</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>
QUALIFICATIONS:	<p>Education: High school diploma or equivalent is required. Additional technical or vocational training in telecommunications or other related field is required.</p> <p>Experience: A minimum of five (5) years of progressively responsible work experience in telecommunications or related area.</p> <p>Language: English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in oral and written Arabic is required. Knowledge of English is required.</p> <p>Women candidates are strongly encouraged to apply to the mentioned position.</p>

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SPECIAL NOTICE:	Recruitment in the General Service category shall be made in the country or within commuting distance of each office, irrespective of their nationality and of the length of time they may have been in the country, and shall comply with any host country agreement in effect. Applicants who are not nationals from Libya must meet the relevant employment requirements of the host country, including fulfilling visa or work permit stipulations. An appointment shall not be granted to a person who is the father, mother, son, daughter, brother, sister, step-children or step sibling of a staff member. This restriction applies to relationships within the United Nations Secretariat and not to those with the separately administered Agencies, Funds or Programmes.
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>