

**Job Opening
Camp Management Assistant
UNSMIL-GS4-IC008/2022**

Title:	Camp Management Assistant
Level/type:	GS-4 / Individual Contractor (IC)
Duty Station:	Tripoli
Section:	Supply Chain Management/Engineering and Facilities Management Unit
Date of Issue:	29 June 2022
Deadline for applications:	07 July 2022

Women candidates are strongly encouraged to apply to the mentioned position

HOW TO APPLY:**STEP 1: INTERESTED APPLICANTS SHOULD SUBMIT THEIR APPLICATION USING THE UNITED NATIONS PERSONAL HISTORY FORM P.11**

(P.11 obtainable at the following web site: <https://unsmil.unmissions.org/sites/default/files/p11-form.doc>).

ANY APPLICATIONS RECEIVED IN A FORMAT DIFFERENT TO THE UNITED NATIONS PERSONAL HISTORY FORM (P.11) WILL NOT BE CONSIDERED.

STEP 2: Qualified candidates must submit their application using the P.11 template listed in STEP 1 by e-mail to unsmil-hrstaffing@un.org. The application MUST include only the Job Opening No. in the subject line of their e-mail (e.g., UNSMIL-GS4-IC008/2022)

ORGANIZATIONAL SETTING AND REPORTING:

This post is located within the Office of the Supply Chain Management/Engineering and Facilities Management Unit of the United Nations Support Mission in Libya (UNSMIL). The post is located in Tripoli, Libya. The incumbent will be under the overall supervision of the Officer-in-Charge Engineering Unit.

On 29 April 2022, the Security Council, by its resolution 2629 (2022) renewed the mandate of the United Nations Support Mission in Libya (UNSMIL) through 31 July 2022, by roll-over of its resolutions 2542 (2020) of 15 September 2020, 2570 (2021) of 16 April 2021 and 2599 (2021) of 30 September 2021. The Security Council, in resolution 2542 (2020), tasked UNSMIL, as an integrated special political mission, in full accordance with the principles of national ownership, to exercise mediation and through its good offices to: (i) further an inclusive political process and security and economic dialogue; (ii) further the continued implementation of the Libya Political Agreement; (iii) help consolidate the governance, security and



economic arrangements of the Government of National Accord, including support for economic reform in collaboration with international financial institutions; (iv) help to achieve a ceasefire and, once it is agreed by the Libyan parties, provide appropriate support to its implementation; (v) support subsequent phases of the Libyan transition process, including the constitutional process and the organisation of elections; (vi) coordinate and engage closely with international actors including neighbouring countries and regional organizations; (vii) provide support to key Libyan institutions; (viii) support, on request, the provision of essential services and delivery of humanitarian assistance, including in response to the COVID-19 pandemic, in accordance with humanitarian principles; (ix) monitor and report abuses and violations of human rights and violations of international humanitarian law, including sexual violence in conflict, notably through the effective deployment of women and child protection advisers; (x) provide support in securing uncontrolled arms and related materiel and countering their proliferation; and (xi) co-ordinate international assistance, and provision of advice and assistance to GNA-led efforts to stabilize post-conflict zones, including those liberated from Da'esh. On 16 April 2021, the Security Council, through resolution 2570 (2021), tasked UNSMIL to provide support to the Libyan-led and Libyan-owned ceasefire monitoring mechanism including through the facilitation of confidence-building measures and the scalable and incremental deployment of UNSMIL ceasefire monitors.

JOB DESCRIPTION:

Within the limits of delegated authority, the incumbent will be responsible for the following tasks:

- Provide overall management of UNSMIL compound accommodation and offices to ensure all programs and events are running smoothly as per the Chief engineering and facilities management Unit instructions.
- Gain knowledge and understanding of all UNSMIL compound policies and procedures and ensure that they are always adhered to by staff
- Monitor overall maintenance of facility
- Handle all emergency situations while completing all required paperwork.
Contact supervisor when required
- Inform supervisor of daily needs, problems, and client feedback
- Assist customers with their inquiries regarding facility, programs, etc.
- Be able to answer questions and provide direction for guests and program instructors.
- Assist in maintaining cleanliness of UNSMIL compound on a continual basis
- Light maintenance responsibilities when issues arise in facility
- Assist in Welfare operation by keeping club organized
- Monitor rooms/rentals by ensuring that doors are locked, and lights are off when rooms are not in use
- Prepare the cost recovery of accommodations and offices used by agencies who reside in UNSMIL compound.
- Work as a team player with co-workers and in conjunction with other departments.
- Assist Engineering & Facility management/accommodation unit to maintain an up-to-date booking management system.



- Generate report when and where required.
- Any other tasks assigned by his/her supervisor.

QUALIFICATIONS:

Education: High school diploma or equivalent is required

Work Experience: A minimum of 3 years of work experience in Supply Chain Management, Facility Management, Human Resources, or related area.

Language: English and French are the working languages of the United Nations Secretariat. For this Individual Contract, fluency in English and Arabic is required.

SPECIAL NOTICE:

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, stepchildren, 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:

Due to the high volume of applications received, ONLY those applicants who are short-listed will be notified.

[Incomplete applications or applications received after the deadline will not be considered.](#)

The necessity for ensuring the highest standards of efficiency, competence and integrity remain the paramount consideration in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.