

**INDIVIDUAL CONTRACTOR (IC) VACANCY FOR
Protocol Assistant
UNSMIL-GS4-IC002/2022**

Title:	Protocol Assistant
Level/type:	GS-4 / Individual Contractor (IC)
Duty Station:	Tunis, Tunisia
Section:	Office of the Chief Mission Support
Number of Positions	1
Date of Issue:	15 April 2022
Deadline for applications:	25 April 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-IC002/2022)

ORGANIZATIONAL SETTING AND REPORTING:

This post is located within the Office of the Chief Mission Support of the United Nations Support Mission in Libya (UNSMIL). The post is located in Tunis, Tunisia. The incumbent will be under the overall supervision of the **Administrative Officer**.

On 31 January 2022, the Security Council renewed the mandate of United Nations Support Mission in Libya (UNSMIL) until 30 April 2022, through resolution 2619 (2022). The Security Council has 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 organization of elections; (vi) coordinate and engage closely with international actors including neighboring 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 Government-led efforts to stabilize post-conflict zones, including those liberated from Da'esh. The Security Council, through resolution 2619 (2022), 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:

- Prepare Note Verbale requesting access to the VIP Lounge at Tunis-Carthage Airport and assist with protocol duties in support of arrivals and departures of SRSG, DSRSG and other Senior Officials.
- Prepare official request documents, process and follow up on multi-level visas to Tunisia and Libya for all UNSMIL personnel and their official dependents, VIPs, UN Agencies, Funds and Programmes, Official visitors and delegations.
- Assist with formalities for newly recruited/incoming staff members upon arrival at Tunis-Carthage Airport.
- Support the United Nations Guard Unit rotations and repatriations (both incoming and departing bodies), including visa issuance from the Ministry of Foreign Affairs in Tunisia.
- Ensure accuracy and completeness of required documentation for visas and residency cards for all staff members for further submission to the relevant Tunisian and Libyan bodies, as applicable.
- Perform all Mail and Pouch tasks related to official documents (incoming and outgoing) and maintain database of all mail and pouch transactions.
- Maintain and update the filing and information archives of the unit.
- Keep track of the Tunisian residency cards and submit renewal requests.
- Prepare weekly and monthly statistical reports related to the visas.
- Prepare required documentation related to imports and exports of UNSMIL shipments, staff members' personal effects, and follow up with Tunisia customs authorities to receive clearance.
- Alert the supervisor of any unexpected delays, which may result in disruption of operations.
- Provide ad hoc translation from/to French-English-Arabic, as required.
- Perform other office-related duties as requested by the supervisor.

**QUALIFICATIONS:**

Education: High school diploma or equivalent is required.

Work Experience: Minimum of three (03) years of progressively responsible experience in the protocol, administration services, or related areas is required. Experience in customs clearance is desirable. Experience in dealing with government offices is desirable.

Language: English and French are the working languages of the UN Secretariat. For this post, fluency in English, French, and Arabic is required.

Other Requirements: Proficiency in computer-based applications such as Word and Excel in particular. A driving license is required.

SPECIAL NOTICE:

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:

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 remains 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.