

UNITED  NATIONS

Opening for the services of an Individual Contractor- Welfare Assistant	
Opening Date:	05/Jan/2016
Closing Date:	18/Jan/2016
Notice No.	IC/Welfare Assistant/001/2016
Duty Station	Mogadishu
Duration	6 Months
TERMS OF REFERENCE	

Under the direct supervision of the UNSOS Administrative Officer the Individual Contractor will undertake the following tasks:

- Implement the delivery of the welfare events under the direction of the Staff Welfare and Recreation Executive Committee (SWREC) and in consultation with the Welfare Officer, thereby improving the recreational and social opportunities for staff.
- Act as the focal point for all welfare related broadcasts through the Mission intranet and manage and report on the status of its welfare link.
- Coordinate welfare related procurement.
- Coordinate all welfare related staff surveys under the direction of the SWREC.
- Manage Welfare Suggestions/Complaints email/intranet account.
- Manage the development of the Welfare Library and supervise the arrangement and the loan of books, magazines and newspapers.
- Liaise with other UN agencies on upcoming social, cultural and global events or activities.
- Act as the coordinating focal point for regional offices on welfare matters, and create and develop a generic menu of welfare and recreation programs, including training, exercise classes, cultural and social events, etc. In addition, travel periodically to regional offices in Somalia.
- Develop and recommend, proposals for use of welfare funds and budgets.
- Increase staff awareness and information about social and recreational opportunities available to them in the mission area by developing informational resources in all areas in Somalia where UN personnel are deployed;
- Establish and oversee the daily functioning of welfare equipment and organize maintenance as needed and ensure collection of membership fees; as well as maintain exercises, sports, and recreational facilities for eligible UN personnel.
- Provide direct support to each SWREC sub-committee chair to allow them to deliver their.

Results/Expected Output:

- Facilitate staff participation, considering a low cost and high quality services;

- All welfare programs/activities directed by the Director's office are well coordinated implemented in order to facilitate and improve the moral of the staff which can lead them to a better conduct;
- Maintain and regularly update the information required ensuring credibility and reliability of information;
- Establish reporting system between all welfare coordinators/focal points in the different mission/regional areas

Competencies

Professionalism: Ability to work a calm, competent and committed manner with staff members. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Planning and 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

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.

Teamwork: Excellent interpersonal skills and ability to establish and maintain effective working relations in a multicultural, multi ethnic environment with sensitive and respect for diversity.

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. Works well with other clinicians

Qualifications:

Education: Completion of Secondary School education with a confirmed Diploma in administration or an equivalent will be an advantage.

Experience: A minimum of 2 years of progressive experience. Experience with a UN peace keeping will be an added asset.

Language: Fluency in written and spoken English. An addition UN language an advantage.

Skills: Computer skills, proficiency in MS Office and Internet.

Qualified candidates may submit their applications including their P11 form (attached) to the address mentioned below on or before the deadline. The P.11 is on the <http://www.unon.org/content/employment-opportunities>. CV's will not be accepted.

Email: recruitment-unsoa@un.org

Please quote;

- ❖ Vacancy Notice Number and Functional Title in the Subject of the e-mail.
- ❖ A copy of P11 to be attached.