



**UNITED NATIONS SUPPORT OFFICE IN SOMALIA  
(UNSOS)**

**UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY**

<b>DEADLINE FOR APPLICATIONS:</b>	<b>25 April 2018</b>
<b>DATE OF ISSUANCE:</b>	<b>19 April 2018</b>
<b>FUNCTIONAL TITLE:</b>	<b>LIAISON ASSISTANT</b>
<b>SECTION:</b>	<b>EXTERNAL RELATIONS AND COORDINATION UNIT</b>
<b>LOCATION:</b>	<b>NAIROBI, KENYA</b>
<b>TYPE OF CONTRACT:</b>	<b>INDIVIDUAL CONTRACTOR (NATIONAL)</b>
<b>DURATION OF CONTRACT</b>	<b>01-09 MONTHS</b>
<b>VACANCY ANNOUNCEMENT NUMBER:</b>	<b>UNSOS/ERCU/012/2018</b>

**Special Notice:**

Interested applicants who are working with UNSOS/UNSOM Contractors must fulfil the obligations of their contracts with the UN Contractors to be eligible to apply for this vacancy.

**Organizational Settings and Reporting Relationships:**

This position is in the External Relations and Coordination Unit of the United Nations Support Office in Somalia (UNSOS), Nairobi. The Liaison Assistant will be based in Nairobi and reports to Associate Liaison Officer.

**Duties and Responsibilities:**

Within delegated authority, the Liaison Assistant will work closely with UNON Host Country Relations Unit (HCRU) to ensure the implementation of host country privileges and entitlements for staff members and their dependents, and international consultants in Kenya, including the following:

- Orientation of new staff members on host country entitlements, privileges and immunities;
- Application for notification of arrival for new staff members and dependents, as well as notification of departure for staff members leaving the Mission;
- Application for entry visas/work permits, including visas for staff members travelling to other countries on official business;
- Application for dependents pass for accompanied staff members;
- Application for diplomatic IDs;
- Application for PIN;
- Application for Kenyan driving license;
- Application for VAT and tax exemptions (PRO1B);
- Registration of vehicles for the Mission, staff members and their dependents, including disposal of the same;
- Regularly update the Associate Liaison Officer on all matters pending with either UNON HCRU or Ministries of the Republic of Kenya and the Federal Republic of Somalia (FGS) that require urgent attention/intervention of UNSOS Senior Management.
- Assist the UNSOS External Relations & Coordination Unit personnel in the day-to-day conduct of their duties and responsibilities.

- Perform other tasks that may be assigned to him/her by the UNSOS External Relations & Coordination Unit.
- Work Implies frequent interaction with UNSOS and UNSOM staff members, UNON Host Country Relations Unit (HCRU) and Ministry of Foreign Affairs and other relevant Ministries of the Republic of Kenya

**Expected Results:**

- Expeditious processing of host country applications for staff members and eligible dependents
- Expeditious processing of NVs to FGS requesting for visas/work permits for contractors, as well as clearances for UN consignments imported by contractors in Somalia

**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.

**Communication:** Speaks and writes clearly and effectively; Listens to others, 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.

**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.

**QUALIFICATIONS:**

**Education:** High school or equivalent diploma is required with International relations, law, sound Knowledge of MS word and Excel or a related field is desirable.

**Work Experience:** A minimum of three years of progressively responsible experience in external relations, host country affairs and related area is required. Knowledge of the UN system, Ministries of the Republic of Kenya and the Federal Republic of Somalia is required.

**Languages:** English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in oral and written English is required. Knowledge of another UN official languages is an advantage.

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

**How to Apply:**

Qualified candidates may submit their applications including their United Nations Personal History form (P.11) to the address mentioned below on or before the deadline. The P.11 is on the <https://unsos.unmissions.org/jobs>. Applications submitted after the deadline **25 April 2018** will not be accepted. CVs will not be accepted.

Email: [recruitment-unsoa@un.org](mailto:recruitment-unsoa@un.org)

Please quote, Vacancy Announcement Number and Functional Title in the subject of the e-mail

**A copy of P11 to be attached.**

**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.**

**THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING).**