



**Job Opening Reference:** RSCE/JO/001/07/2018

**Issuance Date:** 14 July 2018

**Deadline Date:** 15 August 2018

**Type of contract:** Fixed Term Appointment

**Duration:** 1 year (subject to renewal)

**Department:** RSCE

**Scheduled date for taking up appointment:** ASAP

<b>Title: Training Assistant</b>	<b>Grade: GS-5</b>	<b>Duty Station: Entebbe, Uganda</b>
<b><u>PLEASE NOTE THAT THIS IS A LOCALLY-RECRUITED POSITION, RESTRICTED TO UGANDAN NATIONALS AND/OR LEGAL RESIDENTS OF UGANDA</u></b>		
<b>Women are strongly encouraged to apply</b>		

- Qualified female candidates will be given priority for selection (DPKO Under-Secretary General's Policy Statement on Gender Mainstreaming).

### **Organizational Setting and Reporting Relationship.**

This position is located in the Regional Training and Conference Centre (RTCC), of the RSCE.

The Training Assistant reports to the Unit Supervisor.

#### **1. Main Duties and Responsibilities:**

Within delegated authority, the Training Assistant will carry out the following duties:

- Coordinating and organizing all logistical aspects of various trainings delivered by trainers, consultants or external training providers.
- Assisting in the annual training needs assessment of Clients; liaising with participants, training providers, external partners and Training focal points throughout the organization; making travel arrangements; preparing training material; providing on-site support.
- Drafting Terms of Reference; raising purchase requisitions; consolidating training feedback; ensuring correctness of invoices.
- Monitoring and reviewing budget and expenditure reports for various training events; liaising with various counterparts on Purchase requisitions, invoices and reclassifications; advising on the most cost-effective options for running training courses.
- Providing logistical and administrative support in the organization of conferences.
- Acting as a backup for other General Service staff in the Training section; providing input to/ editing and proofreading documents.
- Contributes to the development, delivery and evaluation of training and development programmes for RSCE Client Missions. These programmes encompass a range of activities including inter alia, technical and substantive training, safety and security, induction training, leadership and management, communication skills and planning.

- Supports the designing of specific training programmes to meet unique mission operational requirements and staff development needs as well as systems or methods to disseminate information to mission staff on training and development opportunities. Provides administrative and logistical support to the planning and delivery of a variety of training and learning activities through learning management systems and/or automated applications. Advises staff members on the availability of learning activities and procedures at the RSCE.
- Collects, collates and maintains statistical data on training activities particularly through automated systems and applications.
- Undertakes research on a range of training related issues and assists in the monitoring of training and preparation of notes/ reports. Liaises with military and UN police training officers in the Client Mission to ensure that integrated training is developed and delivered to meet cross-cutting needs. Prepares written responses to queries concerning training related matters.
- Perform other duties as and when required by the Supervisor.

## 2. 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.
- **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.
- **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.

## 3. Qualifications required to perform the assigned duties of the post.

### Education

- High school diploma or equivalent is required. Technical training in design and delivery of training to adults and the design and provision of adult learning opportunities is desirable.

### Work Experience

- A minimum of five (5) years of progressively responsible experience in the field of design, delivery and/or evaluating training courses or related areas such as assessing training needs and planning training programmes is required.
- Experience working in a United Nations common system field operation (inclusive of peacekeeping, political missions and UN agencies, funds and programmes) – or similar

international organization or non-governmental organization - in a conflict or post-conflict setting is desirable.

- Experience in delivering training for adults in an international setting is desirable.
- Experience in a shared service center is desirable

### Languages

- English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required.
- Knowledge of another official United Nations language is desirable.

### Required documents

- Signed Personal History Profile (PHP) as generated from INSPIRA (visit <https://inspira.un.org> to generate an account and the PHP)
- Latest performance evaluation report (for internal UN Candidates)
- Copy of High School Diploma
- Copies of your highest certificate and diplomas

### ADDITIONAL COMMENTS

- This position is funded for an initial period of one year and may be subject to extension. The position is OPEN TO NATIONALS OF UGANDA AND / OR LEGAL RESIDENTS OF UGANDA ONLY.
- Evaluation of qualified candidates will include an assessment exercise which will be followed by competency-based interview.
- All applicants are strongly encouraged to apply using a Personal History Profile (visit <https://inspira.un.org> to generate a PHP) as soon as possible after the job opening has been posted and well before the deadline stated in the job opening.
- **PLEASE NOTE THAT ONLY APPLICATIONS SUBMITTED TO THE EMAIL ADDRESS: [rsce2-recruitment@un.org](mailto:rsce2-recruitment@un.org) WILL BE CONSIDERED. NO HAND-DELIVERED APPLICATIONS WILL BE ACCEPTED.**
- **PLEASE ENTER THE REFERENCE OF THE JOB OPENING IN THE SUBJECT LINE OF YOUR E-MAIL.**
- All documents required **MUST** be provided at the time of submission. **Each applicant must bear in mind that submission of incomplete or inaccurate applications will render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission.**
- **PLEASE NOTE THAT ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FURTHER.**