

**GENERIC JOB PROFILE**  
**Field Liaison officer**

**Organizational Setting and Reporting Relationships:** These positions are located in units across the Organization. The incumbent reports to one or more officers.

**Duty Station**

Matadi (1)	Kananga (1)	Kindu (1)	Beni (1)
Mbuji Mayi (1)	Dungu (1)	Bukavu (1)	Kinshasa (1)
Kisangani (1)	Kwilu (1)	Goma (1)	Mbandaka (1)
Kamina (1)	Kalemie (1)		Gemena (1)
Bunia (1)	Gbadolité (1)		

**Responsibilities:** Within limits of delegated authority and depending on location, Field liaison officer at this level may be responsible for the following duties: *(These duties are generic, and may not be performed by all Team Assistants.)*

- Performs a wide range of operation and administrative support.
- Support the overall coordination of communication between HQs and the field office.
- Helps out in ensuring the smooth implementation of the electoral operations in the field (local branch of CENI)
- Maintains calendar/schedules; monitors changes and communicates relevant information to appropriate staff inside and outside the immediate work unit.
- Maintains files (both paper and electronic) and databases for work unit.
- Generates a variety of standard statistical and other reports, work orders, etc., using various databases.
- Researches, compiles and organizes information and reference materials from various sources for reports, work plans, studies, briefings, meetings/conferences, etc.
- Performs logistic data entry and extraction functions
- Assists in the preparation of logistic matters presentation materials using appropriate technology/software
- Performs other duties as assigned.

**Results Expected:** Effectively delivers of a wide range of field liaison functions under moderate supervision. Regularly assists the CENI local branch last stage material and electoral staff movement. Accurately and in a timely manner, produces a range of documents, reports and other outputs. Appropriately applies relevant policies, guidelines, procedures and processes. Establishes effective working relationships with internal and external contacts at all levels.

**Competencies:**

- **Professionalism** – Knowledge of general office and administrative support including administrative policies, processes and procedures. 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.

- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailor's 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 diploma or equivalent, or technical or vocational qualification in relevant field is required.

Experience: At least five (5) years of experience in field office operation is required. Previous experience in electoral field office operation planning, implementation and monitoring is desirable. Good computer skills specifically, good knowledge and practice of Excel is desirable.

Language: English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written French is required. Knowledge English is an advantage.