



United Nations Mission in Sudan
UNMIS
VACANCY ANNOUNCEMENT

VA No. UNMIS-NPO-09-030

VA Issuance Date: 8 November 2009

Deadline for Applications: Open¹

The United Nations Mission in Sudan is seeking qualified candidates for the following post(s):

Title: Training Officer (Electoral)	Grade: NPO (NOB) ³	Region (please indicate preference in application): Juba
POST OPEN FOR SUDANESE NATIONALS ONLY		
<i>Women are strongly encouraged to apply</i> ²		

¹ Vacancy will remain open for at least two weeks, or until it is filled. Preference will be given to internal candidates who are at the same grade as the post being advertised, then to internal candidates one grade below the post, and finally to external candidates.

² Equally-qualified female candidates will be given priority for selection (DPKO Under-Secretary General's Policy Statement on Gender Mainstreaming). Candidates wishing to return home are also strongly encouraged to apply.

³ Locally-recruited General Service (GS) staff interested in applying for a National Professional Officer (NPO) post must meet the minimum requirements of the post, including academic qualifications and years of relevant professional experience. Experience in the General Service category does not count as professional experience. If selected, the GS staff member will be required to resign his/her current post before taking up the NPO post. There will be no break in service between the two types of appointments.

Duties and responsibilities:

Under the supervision of the Procedures and Training Adviser, or the duly designated representative, the incumbent will carry out the following duties and responsibilities:

- Prepare, as required, training programs and materials, presentations and briefings for Electoral Headquarters, Regional, State, and Sector office staff, and Mission personnel
- Coordinate with the National Elections Commission (NEC), if requested, the development and/or review of manuals, procedures, rules and regulations for all aspects of the electoral process, including voter registration, candidate nomination, polling, and counting;
- Follow-up with NEC counterparts at headquarters, regional or sector office level to ensure effective planning, coordination, delivery, monitoring, and evaluation of training activities in preparation for the elections;
- Process electoral training requests and follow up with trainers in the field to ensure that training guidelines are adhered to and training reports generated;
- Develop and deliver appropriate training programs, modules and materials for the transfer of skills to NEC counterparts;
- Coordinate the preparation and organization of training courses through overseeing the booking of training rooms, technology needs and duplication of course materials and other logistical issues.
- Create systems for monitoring training applications, updating and consolidating statistical data and standard reports;
- Perform other tasks as assigned by the Procedures and Training Adviser, or his/her duly assigned representative.

Competencies:

Professionalism: demonstrated technical knowledge of training, liaison and analytical skills; commitment to implementing the goals of gender equality by encouraging equal participation and full involvement of women and men in all aspects of training

Client Orientation: ability to identify client needs, develop appropriate solutions and establish and maintain productive partnerships with clients

Planning and Organization: ability to establish priorities and to plan, coordinate and implement programs; ability to work under pressure and to manage a large volume of work in an efficient and timely manner

Communication: proven ability to write and speak concisely and clearly; ability to conduct presentations, prepare training modules, and reports

Leadership: ability to establish and maintain relationships with a broad range of people to identify understand and address needs

Empowering others: ability to transfer knowledge and skills and to improve programs and work collaboratively to achieve organizational goals

Teamwork: Sound interpersonal skills and the ability to establish and maintain effective working relationships in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity

Technological Awareness: proficiency in standard computer hardware (desktop, laptop, printer) and software (word-processing, e-mail, spreadsheets)

Qualifications:

Education: University Degree in training and development, education, management, public or business administration, or related fields.

Experience: For candidates with a Bachelor's Degree at least four (4) years and two (2) years for those with Master's Degree professional experience in developing training materials or delivering training programs will be an advantage; experience in project management activities, community development, or media/public information will be an asset. Experience with UN/NGO or other International bodies is an added asset.

Languages skills: Fluency in spoken and written English and Arabic. Knowledge of other languages spoken in Sudan and/or other UN languages is an advantage.

Other Skills: Commitment to UN core values of integrity, professionalism, and respect for diversity.

Candidates should submit with their applications the following documents:

- 1- Cover Letter (letter of motivation or application letter);
- 2- The United Nations Personal History form (P-11);
- 3- Academic Certificate(s) and/or High School/Secondary Diploma;
- 4- Birth Certificate - if not, a combination of (i) Assessment of Age and National Passport or (ii) Assessment of Age and National ID Card (the Assessment of Age on its own is not acceptable);
- 5- Three letters of reference from former employers or academic instructors.
- 6- Internal candidates must submit 2 most recent performance evaluations.

By email:

All applicants are strongly encouraged to apply by e-mail and MUST include ONLY the VA No in the subject line of their email.

E.g. UNMIS-NPO-09-030

National Professional Officers: unmis-recruitmentnpo@un.org

By Mail:

Chief Civilian Personnel Officer, United Nations Mission in Sudan (UNMIS)

Ebeid Khatim Street

Khartoum, 11111,

Sudan

By Hand:

UNMIS Headquarters, Khartoum or through the UNMIS Regional Offices in Juba, Malakal, Wau, Rumbek, Kadugli, Ed Damazin, Abyei and El Obeid

By Fax:

Outside Sudan - 00 249 187 086200

Inside Sudan - 0 187 086200