



United Nations Mission in Sudan  
UNMIS  
**VACANCY ANNOUNCEMENT**

**VA NO. UNMIS-NPO-09-025**

**VA Issuance Date: 4 November 2009**

**Deadline for Applications: Open <sup>1</sup>**

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

<b><i>Title: Welfare Officer</i></b>	<b><i>Grade:(NOB) <sup>3</sup></i></b>	<b><i>Region: Khartoum &amp; Juba</i></b>
<b><i>POST OPEN FOR SUDANESE NATIONALS ONLY</i></b>		
<b><i>Women are strongly encouraged to apply <sup>2</sup></i></b>		

<sup>1</sup> 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.

<sup>2</sup> 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.

<sup>3</sup> 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 direct supervision of the Chief, Staff Counselling and Welfare Unit, the incumbent will perform Welfare, Recreation, & Training activities as noted in DPKO's Policy Directive and SOP on Welfare and Recreation, Responsibilities include but are not limited to the following:

- Assess, identify, monitor and report to the Chief, Staff Counselling and Welfare Section on the sources of stress and the stress levels among UNMIS staff.
- Analyze and recommend welfare approaches to reduce stress levels among UNMIS staff.
- Oversee the organization and delivery of the welfare events, thereby improving the recreational and social opportunities for UNMIS staff.
- Develop & Deliver Programs to Increase Adjustment to Mission Life as well as increase Cooperation between Sections, Sectors and all Categories of Personnel.
- Oversee the coordination activities with the Military Staff Welfare Officer, Contingent Welfare focal points and UN Police welfare focal points in regards to the social, cultural and recreational events.
- Create and develop a generic menu of Welfare and Recreation programmes for Team Site including training programmes, exercise classes, cultural, and social events, etc.

- Oversee the collaboration with the Medical, Conduct & Discipline, Gender, HIV/Aids, Human Resources, Military, and Civilian Police Sections as well as Staff Unions in providing Welfare, Training, Sports, and Recreational Events.
- Develop, Implement, and monitor proposals for use of Welfare Funds and budgets.
- Oversee the collaboration with Sectors' Staff Counsellors as well as the Training unit to develop & deliver programs to increase functional capacity for staff in the mission and strengthen coping skills during emergencies as well as implement preventative and mitigating Stress Management activities.
- 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 Sudan where UNMIS Staff 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 UNMIS personnel.
- Oversee the Development of the Welfare library and supervise the arrangement and the loan of books, audio books, magazines, newspapers, CDs, and DVDs.
- Oversee the exchanges of library holdings between sectors.
- Provide First-Respond level of care during Critical Incidents in the absence of a Staff Counsellor.
- Liaise with other UN agencies in the Sectors regarding upcoming social, cultural and global events or activities.
- Monitor the welfare and stress management programs implementation and report the results, progress and obstacles to the Chief, Staff Counselling and Welfare.
- Oversee the data collection, daily, weekly, and monthly statistics regarding activities, participation in events, and contacts with Staff Members, etc.;
- Supervise and report to the Chief, Staff Counselling and Welfare the status of the Welfare link on UNMIS Intranet as well as the new intranet programs and updates of the section's shared drives.
- Monitor compliance with all Welfare Related OIOS Audit Recommendations;
- Assign tasks as needed to the National Welfare Assistants in conjunction with Sector Staff Counsellors;
- Perform other related duties as assigned.

### **Competencies**

**Professionalism:** Strong related background and working experience in a multi-cultural environment, especially in initiating and encouraging participation in training, social, cultural, and charitable activities.

**Integrity:** Must be able to act in the best interests of the UN without consideration of personal gain as well as to take prompt action when faced with unethical behaviour.

**Judgment & Decision Making:** Discretion, confidentiality, and sound judgment in dealing with sensitive issues. The ability to take initiative and work independently as well as ethical practice is essential.

**Planning and Organization:** Demonstrated logistical, planning and organizational skills; ability to handle multiple concurrent projects/activities and to implement activities.

**Communication & interpersonal skills:** Highly developed communication skills as well as excellent interpersonal skills.

**Team Work:** The ability to establish and maintain effective working relationships with sensitivity and respect for diversity in a multi-cultural, multi-ethnic, rapidly changing, and demanding working environment is required.

**Technological Awareness:** Fully proficient computer skills and experience in a variety of Microsoft packages such as Word, PowerPoint, Excel, data base management and website development software packages such as Dream Weaver are required.



**Special Competency:**

**Cross-Cultural Common Expertise:** Awareness and appreciation cultural differences; awareness of their own capacity and limitations; sensitivity and respect for diversity.

**Qualification and Experience:**

**Education:** Advanced University Degree (Masters or equivalent) in Planning and Development/Logistics, Marketing/PR, Business Administration or similar is required, or combination of University Degree and experience in related fields. A minor degree or Training Certificates in Social Sciences, Humanities, Counselling, Sports, Logistics, Emergency Response/First Responders/Peer Helpers, and Training is an advantage or relevant combination of Education and Stress Management/Welfare activities and experience in a closely related field

**Experience:** A minimum of two years experience with a Master's Degree (four (4) years with a BA) in planning and organizing Welfare events such as cultural and arts exhibitions, large scale sports and gaming events, training, large parties and other Stress Management Type Events including delivering training, excellent customer service skills, and creativity to deliver successful programs with limited resources are required. At least two years of experience must be working in a multi-cultural setting.

**Language:** Fluency in both written and spoken English and Arabic is required. Ability to communicate in other UN languages spoken by TCC/Staff Officers a plus.

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 (3) letters of reference from former employers or academic instructors.
- 6- Internal candidates must submit two (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-09-025

National Professional Officers: [unmis-recruitmentnpo@un.org](mailto: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, El Obeid, Malakal, Wau, Rumbek, Kadugli, Ed Damazin, Abyei and Port Sudan

**By Fax:**

Outside Sudan - 00 249 187 086200

Inside Sudan - 0 187 086200

Inside Sudan - 0 187 086200