



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

**VA No. UNMIS-GS-09-083**

**VA Issuance Date: 8 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>Title: Office Assistant</b>	<b>Grade: GL - 4</b>	<b>Region (please indicate preference in application): Khartoum, Juba, Ed Damazin, Kadugli, Abyei, Wau, Malakal.</b>
<b>POST OPEN FOR SUDANESE NATIONALS ONLY</b>		
<b>Women are strongly encouraged to apply</b> <sup>2</sup>		

<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.

**Duties and responsibilities:**

Under the supervision of the Section/Unit Chiefs, the Office Assistant performs the following duties (please note that this is a generic vacancy announcement, and therefore, not all duties will be performed in the context of a specific post):

- Receive and screen all correspondence and other documents addressed to the Head of Section/Unit.
- Draft/respond to correspondence and e-mails; Review/Edit outgoing correspondence to ensure accuracy and completeness of information and institute follow up action. Make photocopies as necessary.
- Maintain a calendar of appointments of the Head of Section/Unit Chief's appointments, including official visits within and outside the mission area.
- Act as leave monitor and maintain attendance records for the section/Unit. To this end, monitor movement of the section's personnel in and outside the mission area by ensuring that Movement of Personnel Forms (MOPS) are completed and signed prior to departure.
- Prepare and monitor the section's leave plans to ensure continuous smooth workflow while other staff members are on leave, especially during holidays periods;
- Consolidate monthly requests for office supplies for the section;
- Establish and maintain a proper filing system.
- Make photocopies as and when required.
- Perform any other duties as required.

**Competencies:**

**Professionalism:** Ability to manage processes, maintain accurate records, in administrative fields.

**Teamwork:** Good interpersonal skills. Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. Demonstrate ability to develop and maintain effective work relationships with supervisors and colleagues

**Communication:** Ability to write in a clear and concise manner and to communicate effectively orally.

**Planning and Organizing:** Ability to plan and organize own work effectively in an efficient and timely manner.

**Technological awareness:** Ability to operate a computer with MS Word, Excel Power Point and Access and Data bases. Ability to type in both English and Arabic.

**Commitment to Continuous Learning:** Initiative and willingness to keep abreast of new development in the administrative fields.

**Qualifications:**

**Education:** High School diploma or equivalent. Nature and level of specialized training should include office management/business administration and technical and communications skills.

**Relevant work experience:** At least four (4) years of relevant experience. Experience with UN/NGO or other International bodies an added asset.

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

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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-GS-09-083

General Services: [unmis-recruitmentgs@un.org](mailto:unmis-recruitmentgs@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 Portsudan

**By Fax:**

Outside Sudan - 00 249 187 086200

Inside Sudan - 0 187 086200