



United Nations Mission in Sudan
UNMIS

VA No. UNMIS-GS-09-080

VA Issuance Date: 8 November 2009

Deadline for Applications: Open ¹

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

Title: Administrative Assistant (Staff Counselling and Welfare Section)	Grade: GL-4	Region (please indicate preference in application): Wau, Abyei, and Kadugli
POSITIONS OPEN FOR SUDANESE NATIONALS ONLY <i>Preferred region should be indicated in the application</i>		

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.

Duties and Responsibilities:

Under the supervision of the Sector Staff Counsellor, the incumbent shall perform the following duties:

- Provide Logistical Support to Sector Staff Counselling and Welfare Section Members and Welfare Committees in all Counselling, Training and Welfare related activities;
- Develop filing system for Counselling, Training and Welfare programmes
- Compile bi-weekly, monthly, clinical statistics, databases and other office reports;
- Assist with administrative preparations for training programmes, Peer Helpers meetings and other events in the Sector;
- Organise all travel arrangements for Sector Staff Counsellor and other Team Members, and if required, accompany them on training and welfare visits to Team Sites;
- Prepare posters, flyers, broadcasts and other materials announcing visits, trainings and welfare activities;
- Provide support to Staff Counselling and Welfare Section Welfare Committees in organising movie nights, sport tournaments, recreational programmes, culture and special events, UN celebrations, etc;
- Provide administrative assistance to new Team Members in adjusting to the new working and living environment;
- Perform office duties such as typing, faxing, photocopying, scanning, filing;
- Liaise with non-English speaking Agencies/Companies on behalf of the Sector Staff Counsellor and explore local resources for welfare, recreational facilities, and events in the mission area;

- Performs other duties as required.

Competencies:

Professionalism: Strong related background in working experience in a multicultural environment, especially in initiating and encouraging participation in welfare/social/clinical activities, and maintaining strict confidentiality required;

Teamwork: Good interpersonal skills. Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Client Orientation: Demonstrated 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.

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

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

Qualifications:

Education: High School diploma or equivalent. Additional specialized training including technical or vocational training in journalism, mass communication, social sciences, office management, business administration, Logistics, Stress Management or communications skills is an asset .

Experience: At least minimum of four (4) years of progressively responsible experience in administration, office management preferably in the fields of translation, journalism, communications, logistics, and/or large event management. Excellent computer skills particularly in software applications required. Experience with UN/NGO or other International bodies an added asset.

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

Other skills: Demonstrate ability to apply good judgment in the context of assignments given. Demonstrate effective organizational skills and ability to handle work in an efficient and timely manner. Ability to be compassionate and discreet with distressed staff members waiting for counselling. Professionalism, independency, and ethical practices are essential.

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-09-080

General Services: 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