



United Nations Mission in Sudan  
**UNMIS**

**INTERNAL VACANCY ANNOUNCEMENT**

**IVA No. UNMIS-GS-10-003**

**VA Issuance Date: 25 November 2010**

**Deadline for Applications: 08 December 2010**

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

<b>Title: Personal Assistant to SRSG, Office of the SRSG</b>	<b>Grade: GL - 6</b>	<b>Region (please indicate preference in application): Khartoum</b>
<b>POST OPEN FOR SUDANESE NATIONALS ONLY</b>		
<b>Women are strongly encouraged to apply<sup>2</sup></b>		

<sup>1</sup>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 Special Representative of the Secretary-General (SRSG) the selected candidate will be expected to perform the following duties:

- Prepare documents and research background material for SRSG's briefings and meetings.
- Liaise with senior officials within and outside the organizational unit and follow up on comments made and coordinate the collection and submission of various reports for the SRSG.
- Focal Point for Liaison between the SRSG and Government Officials; assisting in arranging meetings between Government officials and UNMIS leadership or visiting delegations coordinated by OSRSG Protocol Office.
- Improve the presentation of documentation and ensure timeliness of dispatch through the use of email, fax etc.
- Provide substantive support to the SRSG. Convey messages of the SRSG telephonically/email to senior staff at the UN Headquarters and in the mission Units as well as with Government officials dealing with UNMIS.

- Collect confidential correspondence and maintain confidential record of all communications and documentations relating to the work of the SRSG and screen other incoming/outgoing mail.
- Receive senior delegations and mission officials in the office of the SRSG.
- Maintain the calendar of the SRSG's schedules, appointments including social engagements and travel arrangements.
- Assist in establishing and maintaining a proper filing system for the Office of the SRSG.
- Provide back-up to the leave monitor of the Office of the SRSG.

### **Competencies**

**Professionalism:** Good judgment and analytical skills.

**Client Orientation:** Ability to identify clients' needs and ability to establish and maintain productive partnerships with clients.

**Planning and Organizing:** Demonstrated ability to establish priorities and to plan, coordinate and monitor own work plan.

**Communication:** Excellent communication (verbal and written) skills, including ability to prepare reports.

**Technological Awareness:** Solid computer skills including proficiency in word processing, Excel, PowerPoint and other relevant software packages

**Teamwork:** Demonstrated interpersonal skills and ability to establish and maintain effective working relations with people in a multi cultural ethnic environment with sensitivity and respect for diversity.

### **Qualifications:**

**Education:** High school diploma or equivalent. Post-secondary education at college, university or specialized training in office management, business administration and technical and communications skills is an asset.

**Experience:** At least six (6) years of progressively responsible and relevant experience, preferably part of it acquired in the Diplomatic field, UN system or International NGOs. Must possess good numeric facility and ability to work productively under pressure and cope with deadlines. Progressively responsible experience within the UN system in the field of finance, accounting, human resources, administrative services or other related fields is an added asset.

**Language Skills:** 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- For internal candidates, the 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-10-003

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, Malakal, Wau, Rumbek, Kadugli, Ed Damazin, Abyei and El Obeid

**By Fax:**

Outside Sudan - 00 249 187 086200

Inside Sudan - 0 187 086200