



United Nations Mission in Sudan
UNMIS
VACANCY ANNOUNCEMENT

VA No. UNMIS-GS-09-085

VA Issuance Date: 17 December 2009

Deadline for Applications: Open¹

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

Title: Office Assistant	Grade: GL - 3	Region (please indicate preference in application): Khartoum, Juba, Kadugli, Ed Damazin, Abyei, Rumbek, Malakal, Wau
POST OPEN FOR SUDANESE NATIONALS ONLY		
Women are strongly encouraged to apply 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.

Duties and responsibilities:

Under the supervision of the Head of Unit, the Office Assistant performs the following duties.

- Receive and screen all correspondence and other documents addressed to the Head of Section/Unit.
- Follow-up on outstanding correspondence.
- Make photocopies as necessary.
- Maintain calendar appointments of supervisor's appointments, including official visits within and outside the mission area.
- Act as leave monitor and maintain attendance records for the 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;
- Consolidate monthly requests for office supplies for the section;
- Establish and maintain a proper filing system.

Competencies:

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

Teamwork: Good interpersonal skills. The candidate should be willing to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. 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 Applications and databases. Ability to type in English and Arabic is necessary.

Languages: Fluency in spoken and written English and Arabic

Qualifications:

Education: High school diploma or equivalent. Post-secondary education at college, university or specialized training institution in office administration is an asset.

Experience: At least 3 years of experience in administration. Experience with UN/NGO or other international bodies is an added asset.

Necessary skills: Demonstrated ability to apply good judgement in the context of assignments given. The candidate should be fully conversant with computer operation including Word, Excel. Should be able to type accurately in English and Arabic. Demonstrate effective organizational skills and ability to handle work in an efficient and timely manner.

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

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 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-09-085

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

By Fax:

Outside Sudan - 00 249 187 086200

Inside Sudan - 0 187 086200

