



UNMIS

TEMPORARY VACANCY ANNOUNCEMENT (TVA)

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TVA No. UNMIS-GS-11-001-OFFICE ASSISTANT

Date Posted: 17 February, 2011

Deadline: 16 March, 2011

Location: Khartoum (MIS921017)

OFFICE ASSISTANT

The United Nations Mission in Sudan (UNMIS) requires **Office Assistant , GL-3** to provide assistance in the below-mentioned areas:

Duties and Responsibilities:

Under the supervision of the Disarmament, Demobilization and Reintegration (DDR) Officer the incumbent shall perform the following duties.

- Receive and screen all correspondence and other documents related to DDR Human Resources and Administration activities;
- 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.
- Undertake other duties as assigned and be willing to work beyond normal working hours.
- 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. 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.

Technological awareness: Ability to operate a computer with MS Word, Excel Power Point and Access and Data bases. Ability to type in 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. Post-secondary education at college, university or specialized training institution in office management/business administration and technical and communications skills is an asset.

Experience: At least three (3) years of relevant experience in administration, office management. Experience with UN/NGO or other International bodies an added asset.

Language skills: Fluency in written and spoken English and Arabic.

Other skills: Demonstrates ability to apply good judgment in the context of assignments given, demonstrates effective organizational skills and ability to handle work in an efficient and timely manner. Professionalism, independency, and ethical practices are highly desirable.

Candidates with relevant experience and qualifications who wish to be considered for this temporary assignment may indicate their interest by email to UNMIS-TVA@un.org by close of business on 16 March, 2011, citing the above TVA number in the subject line and enclosing their up-to-date Personal History Form (P11) or Profile (PHP); Cover Letter (letter of motivation or application letter); Academic Certificate(s); 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); three (3) letters of reference from former employers or academic instructors. While this temporary assignment will provide the successful applicant with an ideal opportunity to gain additional work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post. Should a United Nations staff member be selected for this temporary assignment, he or she will maintain a lien on his or her post. External applicants may only be considered when it has not been possible to identify suitable internal candidates. Equally-qualified female candidates are encouraged to apply.