



UNMIS TEMPORARY VACANCY ANNOUNCEMENT (TVA)

TVA No. UNMIS-TVA-2011-P3-CISS-005
Post No. 59453
Location: Khartoum
Date Posted: Sunday, 13 March 2011
Deadline: Saturday, 26 March 2011

Administrative Officer, P-3

The United Nations Mission in Sudan (UNMIS) requires **Administrative Officer, P-3** for a temporary period in the above-mentioned area.

RESPONSIBILITIES:

Within limits of delegated authority the Administrative Officer will perform the following duties (The following duties are generic and may differ depending on the requirements of the mission.):

Effectively coordinate actions relative to the administration of human resource activities, ensuring consistency in the application of UN rules and procedures; Take the lead with respect to the preparation and implementation of the work program, ensuring that financial resources are utilized to implement activities in accordance with the Mission Budget and allotments issued; Monitor and review the work program and budget by conducting regular and special reviews to assess progress of actual work versus the programme plan; Define requirements and work with systems units with respect to improving budget reporting systems and cost effective utilization of program resources; Supervise and/or provide guidance on financial administration and management information issues and practices to colleagues; Provide guidance and leadership to more junior staff; Oversee work related to billing and receipt of income from various services, operational travel programme, monitoring and evaluation of vendor contracts/payment to vendors and individual contractors for services. Review adequacy of space requirements; Oversee the identification of office technology needs and maintenance of equipment, software and systems; Perform other related work as required; Incumbent may be deployed to a regional field office and provide administrative support to military and police component of the mission.

COMPETENCIES:

Professionalism - Proven conceptual analytical, and evaluative skills and ability to conduct independent research and analysis, identifying issues, formulating options and making conclusions and recommended; Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of peace operation; **Planning and Organizing** - Ability to establish priorities and to plan, coordinate and monitor own work plan and those under his/her supervision; **Client Orientation** - Ability to identify clients' needs and appropriate solutions; ability to establish and maintain productive partnerships with clients; **Technological Awareness** - Solid computer skills, including proficiency in word processing, spreadsheets, and relevant software packages; **Communication** - Proven ability to write in a clear and concise manner and to communicate effectively orally; ability to prepare reports, formulate positions on issues, articulate options concisely conveying maximum necessary information, and make and defend recommendations; **Teamwork** - Demonstrated interpersonal skills and the ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

QUALIFICATIONS:

Education: Advanced university degree (Master's degree or equivalent) in business administration, finance, accounting or related fields. A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree. **Work Experience:** At least 5 years of progressively responsible experience in administration and human resources or financial/budget operations. Relevant professional experience in international, governmental or non-governmental organizations. **Languages:** Fluency in spoken and written English; knowledge of a second official UN language an advantage and sometimes a requirement. Fluency in the local language may be essential.

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 **Saturday, 26 March 2011**, citing the above TVA number in the subject line and enclosing their up-to-date Personal History Profile (PHP), available from <http://jobs.un.org>, as well as a copy of their two most recent performance evaluation reports. 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. Military personnel (TCC) and police personnel (PCC) on secondment cannot apply for this position during their tour of assignment nor can UN Volunteers in UNMIS and UNAMID who are currently serving or have served in the previous 6 months. Due to the volume of applications only those candidates under serious consideration will be acknowledged.