



UNMIS TEMPORARY VACANCY ANNOUNCEMENT (TVA)

TVA No. UNMIS-TVA-2011-P4-CISS-004
Post No. 56227
Location: Khartoum
Date Posted: Wednesday, 9 March 2011
Deadline: Tuesday, 22 March 2011

Administrative Officer, P-4

The United Nations Mission in Sudan (UNMIS) requires **Administrative Officer, P-4** 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.):

Initiate and coordinate actions covering the entire span of human resource activities, e.g., recruitment, performance appraisal, training, etc., ensuring consistency in the application of UN rules and procedures; Lead, oversee and coordinate the preparation and implementation of the work program and budget to ensure compatibility with work priorities and objectives, taking into account the most effective use of resources; Initiate and conduct studies to improve budget reporting systems and cost-effective utilization of program resources; Monitor and control budgetary allocations through regular reviews; Draft routine and ad hoc outputs; Provide effective monitoring reports and data; Identify deviations from plans and propose corrective measures; Establish and maintain a set of sound policies, procedures, standards and tools which are consistent with UN policy and practice in order to ensure proper accounting, financial management and control; Implement and monitor support services, including procurement of supplies and services; transport, travel and traffic, communications, engineering and information technology support; Provision of local utilities and service requirements; Supervise a staff team and/or provide advice to others on human resource administration, financial administration and management information issues and practices; Produce major/complex reports for management; Provide expert guidance and leadership to more junior staff; Perform other related duties as required, e.g., reviews of Secretariat offices and departments at headquarters/missions, operational travel programme, adequacy of departmental space requirements, and technology requirements; 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 - Expert knowledge and command of planning, programming, budgeting, financial management and other relevant administrative policies; 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; **Leadership** – Proven supervisory ability and technical leadership; Ability to establish and maintain effective working relations both as a team member and team leader. Demonstrated ability to provide leadership and take responsibility for incorporating gender perspectives into substantive work. **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; **Commitment to continuous learning** – Willingness to learn and keep abreast of new developments in the field of administration; **Technological awareness** – Advanced computer skills, including proficiency in word processing and relevant software packages; **Communication** – Proven and sustained communication (verbal and written) skills, including ability to prepare reports and conduct presentations by clearly formulating positions on issues, articulating options concisely conveying the maximum necessary information, making and defending recommendations; **Teamwork** – Proven 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 seven 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 **Tuesday, 22 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.