



United Nations Mission in Sudan
UNMIS

VACANCY ANNOUNCEMENT

VA No. UNMIS-GS-10-068

VA Issuance Date: 29 July, 2010

Deadline for Applications:

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

<i>Title: Administrative Assistant</i>	<i>Grade: GL – 5</i>	<i>Region (please indicate preference in application): Khartoum (MIS890827)</i>
<i>POST OPEN FOR SUDANESE NATIONALS ONLY</i>		
<i>Women are strongly encouraged to apply ²</i>		

¹ 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.

The following duties are generic and may differ depending on the assigned unit or detachment.

Duties and responsibilities:

Under direct supervision of the Personal Assistant to the DSRSG/RC/HC and overall supervision of the DSRSG/RC/HC, the incumbent together with other administrative colleagues, ensures smooth and efficient running of the Office of the DSRSG/RC/HC by providing administrative support and assistance as follows:

- Receive and screen all correspondence and other documents addressed to the DSRSG/RC/HC and act accordingly upon them.
- Draft/respond to correspondence and e-mails. Review/edit outgoing correspondence for the signature of the DSRSG/RC/HC ensuring accuracy and completeness of information.
- Act as a designated Focal Point for all DSRSG/RC/HC's travels inside and outside the country. Focal point for all the travels of VIP visitors. Prepare Special Flight Request Forms. Maintain liaison with UNMIS/UNAMID Security, Movcon and Air-Operations Section.
- Liaise with UNDP regarding various official travels of the Resident Representative outside the country. Monitor and follow up on the reimbursement of incurred expenses.
- As an Administrative Assistant of the Resident and Humanitarian Coordinator, maintain strong contacts with the counterparts from all UN agencies in Sudan, government offices and various NGOs.

- Provide complete logistics support for various VIP meetings, Donors' Conferences, video and teleconferences with UNHQ maintaining liaison with UNMIS Security, CITS and General Services Section.
- Focal Point for screening the Movement of Personnel Forms in respect of non-UN personnel, UN agencies' personnel etc prior to the approval.
- Maintain attendance records for national and international staff.
- Schedule meetings and appointments and maintain a calendar of appointments of the DSRSG/RC/HC.
- Coordinate distribution of work in the office and monitor adherence to deadline.
- Maintain a proper electronic/hard copy filing system.
- Consolidate monthly requests for office supplies for the section
- Consolidate Section's Weekly Report.
- Review, process and follow-up on actions related to administration of the Section's activities.
- Undertake other duties as assigned by the supervisor and be willing to work beyond normal working hours.

Competencies:

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

Teamwork: Good interpersonal skills. The candidate should be able to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. Demonstrate 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. The candidate should be able to type in English and Arabic.

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 five (5) years of progressively responsible experience in administration/office management fields (of which 2 years are ideally with UN and a high level of demonstrated analytical and problem-solving skills). Experience with UN/NGO or other International bodies an added asset.

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

Necessary skills: Demonstrate ability to apply good judgment in the context of assignments given. Demonstrate effective organizational skills and ability to handle work in an efficient and timely manner.

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-10-068

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