



United Nations Mission in Sudan
UNMIS
VACANCY ANNOUNCEMENT

VA No. UNMIS-GS-11-009

VA Issuance Date: 1 May 2011

Deadline for Applications: 15 May 2011

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

Title: Finance Assistant (Technical Documentation Assistant)	Grade: GL -4	Region (please indicate preference in application): Entebbe (post no. MIS893281)
<u>POST OPEN FOR UGANDAN NATIONALS ONLY</u>		
Women are strongly encouraged to apply		

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.

This position is located in Transportation and Movements Integrated Control Centre (TMICC) in Entebbe, Uganda. The Technical Documentation Assistant reports to the Technical Documentation and Budget Officer in the Air Movements Unit.

Duties and Responsibilities:

Within delegated authority, the Technical Documentation Assistant will be responsible for the following duties:

- Assist in processing AURs and accompanying documentation in accordance with UN requirements;
- Assist in verifying and ensuring that documents (fuel slip, pax and cargo manifest, ATOs, AMR's and etc) are attached to AUR.
- Assist in tracking, monitoring and verifying flight utilization and aviation fuel consumption for TMICC aircraft.
- Assist in inputting data (flying hours & use codes) to Result Based Budget (RBB) on a weekly and monthly basis for the whole fleet.
- Assist in entering data for fuel received by TMICC aircraft.
- Assist in processing and forwarding monthly ATS reports and other documents as required in a timely manner.
- Assist in receiving invoices, receipts and other documents received from Contractors.
- File copies of the AURs with attached documents for TMICC aircraft on a monthly basis.
- Performs any other functions as assigned by the Technical Documentation and Budget Officer.

Competencies:

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

Planning & Organizing: Ability to plan and organize own work effectively in an efficient and timely manner.

Communication: Ability to write in a clear and concise manner and to communicate effectively orally.

Teamwork: Good interpersonal skills. The candidate should have the 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.

Qualifications:

Education: High school diploma or equivalent. Post-secondary education at college, university or specialized training institution is an asset. Certificate/Degree in Accounting, Finance, Business Studies or related fields is an asset.

Experience: At least four (4) years of progressively responsible experience in accounting/administration or related field.

Languages skills: Fluency in written and spoken English. Knowledge of other UN languages is an advantage UN/NGO or other International bodies is an added asset.

Other skills: Ability to drive, IT and drafting skills is an asset.

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 for external candidates;

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. VA No. UNMIS-GS-11-009

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 also MONUSCO, Entebbe.