



United Nations Mission in Sudan  
UNMIS

**VACANCY ANNOUNCEMENT**

**VA No. UNMIS-GS-10-018**

**VA Issuance Date: 17 February, 2011.**

**Deadline for Applications: 16 March, 2011<sup>1</sup>**

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

|  |                             |  |
|--|-----------------------------|--|
| <b><i>Title: Gender Affairs Assistant</i></b>                    | <b><i>Grade: GL - 6</i></b> | <b><i>Region (please indicate preference in application):<br/>Kadugli, (MIS890961)</i></b> |
| <b><i>POST OPEN FOR SUDANESE NATIONALS ONLY</i></b>              |                             |  |
| <b><i>Women are strongly encouraged to apply<sup>2</sup></i></b> |                             |  |

<sup>1</sup> 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.

<sup>2</sup> 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.

**Duties and responsibilities:**

Under the general supervision of the Gender Affairs Officer, and within delegated authority, the Gender Affairs Assistant will perform the following duties:-

- Support the integration of gender perspectives in all work of the respective substantive sections in UNMIS and partners in Southern kordofan State;
- Provide the necessary support during the preparations of the gender training activities, and support the facilitation/training activities within UNMIS and local partners;
- Assist in advocacy activities of the of the gender unit in the dissemination and implementation of SCRs 1325, 1820, 1888 and 1889: increased participation of women in decision-making structures and prevention of sexual and gender based violence in Southern Kordofan State;
- Assist in formulation of advocacy briefs on relevant thematic areas to government ministries;
- Support Gender Unit to foster close working partnerships with government, non-governmental actors , UN Agencies and bilateral organizations;

- Participate in GBV, Child protection working group meetings as well as in the Protection and Community Empowerment, Capacity Building and Peace Building State Monthly Coordination meetings to influence policy decisions on gender mainstreaming;
- Consolidate daily and weekly reports of the Gender Unit's outputs;
- Establish a filing system and ensure all hard & soft copies of correspondences, reports, etc are filed accordingly;
- OIC GU in Sector IV when GAO is out of the Mission area. Prepare and submit weekly reports to senior management in respective sector and to the Gender unit at UNMIS HQ in Khartoum;
- Draft/respond to correspondences and e-mails; ensure accuracy and completeness of information of outgoing correspondences, as well as institute follow-up actions;
- Maintain the filing system and ensure all hard copies of correspondences, reports, etc are filed accordingly;
- Maintain a calendar of appointments of the Gender Unit including official visits within and outside the mission area;
- Make e-requests for Stationery and other requirements for the Gender unit;
- Focal Point of E-Daily Tracking, leave and attendance records of the Gender Unit;
- Perform any other relevant duties as may be assigned by the team leader or senior management.

**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 Gender and development or gender studies or other relevant disciplines is an asset. Social and Law studies will be an added advantage. Management/Business administration, technical and communication skills are an added asset.

**Experience:** At least six (6) years of relevant experience in gender studies, social work, community development, or other related fields. 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 spoken in Sudan and/or other UN languages is an advantage.

**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.

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**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;
- 6- Internal candidates must submit the two (2) most recent performance evaluations (e-PAS).

**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-11-018

General Services: [unmis-recruitmentgs@un.org](mailto: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