



United Nations Mission in Sudan
UNMIS
VACANCY ANNOUNCEMENT

VA No. UNMIS-NPO-10-041

VA Issuance Date: 30 September 2010

Deadline for Applications: Open

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

<i>Title: Administrative Officer</i>	<i>Grade: NPO (NOB) ³</i>	<i>Region (please indicate preference in application): Khartoum (MISNO215)</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.

³ Locally-recruited General Service (GS) staff interested in applying for a National Professional Officer (NPO) post must meet the minimum requirements of the post, including academic qualifications and years of relevant professional experience. Experience in the General Service category does not count as professional experience. If selected, the GS staff member will be required to resign his/her current post before taking up the NPO post. There will be no break in service between the two types of appointments.

Duties and Responsibilities:

Under the overall guidance and supervision of the CAS Administrative Officer (P-4)/Chief Administrative Services Office, the National Administrative Officer provides the overall administration and execution of varied and inter-related operational and logistical activities in UNMIS, ensuring high quality and accuracy of work. The National Administrative Officer actively promotes a client, quality and results-oriented approach.

The National Administrative Officer works in close collaboration with the CAS International Administrative Officer, CAS Administrative Services Sections staff and Programme Staff in UNMIS and other UN agency staff to exchange information and ensure consistent service delivery.

The functions/duties/ key results of this job description are generic and not all duties are carried out by the National Administrative Officer.

- Implementation of operational strategies.
- Provision of effective and efficient administrative support services.
- Effective administrative and financial control in the office.
- Support to knowledge building and knowledge sharing.
- Full compliance of administrative activities with UN rules, regulations, policies and strategy.

- Support to the UNMIS administrative business processes mapping and the internal standard operating procedures (SOP).
- Coordination with administrative services support staff.
- Coordination on issues related to travel, events management and administrative surveys.
- Presentation of thoroughly researched information for planning of administrative services.
- Support with protocol matters, registration of staff and other administrative matters.
- Implementation of the control mechanism for administrative services, maintenance of administrative control records such as commitments and expenditures and administrative Services Key Performance Indicators (KPI).
- Review, research, verify and reconcile a variety of data and reports ensuring accuracy and conformance with administrative rules and regulations.
- Assist in the preparation of administrative services budget, audit and other reports.
- Provision of researched information, reports for audit exercises.
- Briefing to staff members on general administrative matters; provide advice and administrative support.
- Make sound contributions to knowledge networks and communities of practice.
- Demonstrates commitment to UNMIS' mission mandates, vision and values.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Focuses on result for the client and responds positively to feedback.
- Consistently approaches work with energy and a positive constructive attitude.
- Remains calm, in control and in good composure even under pressure.

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 other databases.

Qualifications:

Education: Advance University degree in Business Administration, Public Administration, Legal, Finance, Economics or any other related field.

Experience: For holders of a Master's Degree, at least two years of progressively responsible professional experience in Business or Public Administration and for holders of a Bachelor's Degree, at least four years of progressively responsible experience is required. International experience is desirable.

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: Thorough knowledge of administrative rules and regulations. Knowledge of Sudanese laws and processes. Shares knowledge and experience; actively works towards continuing personal learning and development in one or more practice areas, acts on learning plan and applies newly acquired skills. Ability to perform a wide range of varied, inter-related complex administrative services. Ability to extract, interpret and analyze data and resolve operational problems. Ability to work with minimum supervision, supervise and train support staff and plan and organize work.

Desirable skills: Strong IT skills, and UN web based systems.

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.**

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-NPO-10-041

National Professional Officers: unmis-recruitmentnpo@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