



United Nations Mission in Sudan
UNMIS

VACANCY ANNOUNCEMENT

VA No. UNMIS-NPO-11-006

VA Issuance Date: 17 February, 2011

Deadline for Applications: 16 March, 2011¹

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

<i>Title: Conference Officer</i>	<i>Grade: NPO (NOB)³</i>	<i>Region (please indicate preference in application): Khartoum (MIS894499)</i>
<i>POST OPEN FOR SUDANESE NATIONALS ONLY</i>		
<i>Women are strongly encouraged to apply²</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:

Within delegated authority, and reporting to the Chief of Facilities Management, the Conference Services Officer shall perform the following duties:

- Establish and develop a close working relationship with Event Managers in UNMIS Sections, and through weekly meetings assist in the professional planning, implementation and closeout of UNMIS-sponsored events especially meetings and conferences. With Section Event Managers compile and update a quarterly Event Calendar. Assist the Chief of Facilities Management Unit in elaborating and establishing a yearly strategic event plan;
- Assist the Chief of the Section in assessing the conference services implications deriving from the mission mandates and strategic, in order to allow advance planning to allocate the necessary human resources and funds to the various meetings/conferences; Provide guidance to substantive and support sections on conference policies, ensures that the sections programmed activities are carried out in a timely fashion.

- Plan and coordinate meetings held at UNMIS, allocating facilities and services in accordance with entitlements and requirements of the different bodies, ensuring even distribution of meetings while accommodating all mandated meetings and conferences within approved budgetary resources;
- Analyze the workload of planned meetings and assesses the requirements in terms of conference and support services. Coordinate the provision of services to scheduled meetings (interpretation, documentation, equipment, catering services) and provision of support services to scheduled meetings (technical facilities and services).
- Manage directly the provision of meeting rooms, office space and conference staff. Liaise and negotiate with sections and expert bodies the acceptance of the option ensuring a cost-effective and rational use of conference resources.
- Supervise the publishing of the calendar of conferences on the Intranet website, ensuring consistency and accuracy of data, as well as of the daily programme of meetings for the information of support services.
- Propose new or innovative approaches to improve the overall efficiency of the Meeting Room reservation database. Evaluate needs and develop requirements for future technological improvements related to conference services. Negotiate changes in dates of meetings and provision of services, if required.
- Supervise the work of any Conference staff. Make sound proposals on any further enhancement regarding the work of conference services; Prepare written reports following conferences highlighting problems encountered, solutions found and lessons learned.
- Assist the Chief of Section in interviewing, evaluating and training staff; represent the Section at meetings on conference planning and coordination.
- Perform any other duties assigned by the Chief General Services Section.

Competencies:

Professionalism: Ability to take an analytical approach to solving problems; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of event management.

Client Orientation: Ability to identify clients' needs in terms of their conference servicing requirements and propose appropriate solutions.

Planning and Organizing: Demonstrated planning and organizational skills and ability to coordinate the work of others; ability to work to tight deadlines and handle multiple concurrent project/activities.

Communication: Ability to write in a clear and concise manner and to communicate effectively orally; ability to prepare reports, formulating positions on issues, articulating options concisely, conveying information, and making and defending recommendations.

Technological Awareness: Fully proficient computer skills and use of relevant software and other applications.

Teamwork: Excellent interpersonal skills and ability to establish and maintain effective working relations in a multicultural, multi-ethnic environment with sensitivity and respect for diversity.

Judgment/Decision-making: Sound judgment; able to prioritize and take decisions.

Qualifications:

Education: Bachelor or an advanced university degree preferably in business administration, facility management or related fields. Professional certification in Conference Management is a credit.

Experience: At least two (2) years following completion of a Masters Degree or equivalent (four “4” years following completion of a BA) of progressively responsible, relevant professional experience in Conference Management or Facilities Management is an asset. Experience with UN/NGO or other International bodies is an added asset.

Language skills: Excellent command of English and a thorough knowledge of Arabic and other Sudanese languages.

Other skills: Ability to plan, organize and develop clear goals that are consistent with agreed strategies. Ability to identify various clients’ needs and to match appropriate solutions. Ability to manage performance and regularly discuss performance and provides feedback and coaching to staff. Ability to actively support the development and career aspiration of staff.

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. VA No. UNMIS-NPO-11-006

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