

VACANCY ANNOUNCEMENT

The United Nations and African Union Mission in darfur (UNAMID) is seeking qualified candidates for the following positions:

*Before the submission of your application, please refer to the **Qualifications and Experiences and Competencies** sections below, and ensure that you have met the minimum requirements as mentioned.*

VA No.: UNAMID-12-035	VA Date: 10 May 2012	Application Deadline: 23 May 2012
Post Title: Office Assistant	Grade: GL- 4	Duty Station: El Fasher

Duties and responsibilities:

Under the supervision of Chief Finance Officer or his/her designate, the incumbent will be responsible for, but not limited to the following duties:

- Receive and screen correspondence and other documents addressed to Chief Finance Officer (CFO)/Section.
- Provide general administrative support to the CFO, remind and follow-up on action deadlines, schedule appointments and assist in the preparation of documents for distribution to various offices.
- Maintain and update both hardcopy and electronic files in the office of CFO.
- Maintain files on rules, regulations, administrative instructions and other related documentation pertaining to Finance Section.
- Assist in the preparation of monthly attendance records for the Section.
- Register and track in-coming documents.
- Deliver urgent mail, messages, photocopies and other documents.
- Assist to consolidate monthly requests for office supplies.
- Provide back up in the absence of the Administrative Assistant.
- Performing other duties as assigned by Supervisor/designate.

Qualifications and Experience:

- **Academic Background:** Completion of High School Education.
- **Relevant working experience:** Four (4) years work experience in an office with UN/NGO or any other international institution, knowledge of finance function and basic knowledge of computer use.
- **Language:** Good understanding and delivery of Arabic and English languages.

Competencies:

- **Professionalism:** Maintains a high standard of work output. Attentive to details. Ability to manage processes, maintain accurate records. Puts in extra time as the job requires.
- **Teamwork:** Good interpersonal skills. Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. Ability to demonstrate, develop and maintain effective work relationships with supervisors and colleagues.
- **Communication:** Ability to communicate in a clear and concise manner.
- **Planning and Organizing:** Ability to plan and organize own work effectively in an efficient and timely manner. Ability to think and work quickly is important in this role.
- **Client Orientation:** Ability to serve both external and internal clients.

HOW TO APPLY

Interested applicants should submit their applications together with:

- 1) Cover letter setting out how the qualifications and experience match the requirements of the position
- 2) Curriculum Vitae
- 3) Completed and signed United Nations Personal History form ([P-11](#))
- 4) a copy of own Birth Certificate, Sudanese Resident Certificate, national passport, Secondary and/or University Diploma and three references from previous employers by ONE of the following methods: (All Applicants **MUST** indicate the **VA No., Post Title and the Preferred Duty Station** of which they are applying, on the Subject line [by email] or on the Envelope [by Mail/by Hand].) e.g. **UNAMID-12-035, Office Assistant GL-4, El Fasher.**

By e-mail: All applicants are strongly encouraged to apply by e-mail: El Fasher:
UNAMIDVA-ELF@un.org;

By Hand: Deliver to: the UNAMID Regional Office in: El Fasher, ARC Compound or Super Camp.

Note: Applicants interested to apply for the position to work with Civilian Police can submit their applications to the Police Stations where the VA is posted.

IMPORTANT: Please refer to the Qualifications and Experience and Competencies sections above and make sure that you are eligible to apply.

**In line with the UN policy on gender balance, FEMALE CANDIDATES ARE
ENCOURAGED TO APPLY
POSITIONS OPEN FOR SUDANESE NATIONALS ONLY.**