



## United Nations and African Union Mission in Darfur

### UN CORE VALUES: *INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY* **VACANCY ANNOUNCEMENT**

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

*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.: <b>UNAMID-13-012</b>	VA Date: <b>16/10/2013</b>	Application Deadline: <b>29/10/2013</b>
Post Title: <b>Associate Training Officer</b>	Grade: <b>NO-B</b>	Duty Stations: <b>El Fasher</b>

### **Duties and Responsibilities**

Under the supervision of the Chief Training Officer, the Training Officer performs the following duties:

- Design, develop, deliver, coordinate, and evaluate training and development training for all categories of personnel.
- Assist in the consolidation and implementation of the mission training plan and budget.
- Assist in the development of Terms of Reference for internal training consultants and Statement of Works for the procurement of training services.
- Build a database/network of internal trainers/facilitators from among our mission staff, the UN Country Team, NGOs, and the local training community.
- Contribute to the strengthening of the missions training focal network by helping with the development and maintenance of a tool-kit, and by contributing to the organization and facilitation of regular focal point workshops.
- Help identify, develop, and implement training activities targeting the capacity building of national staff.
- Support the management of the mission cross-training programme through outreach, identification of cross-training opportunities, and helping evaluate the benefits of the programme.
- Contribute to building the mentoring and coaching skills within the mission. Help develop a mentoring programme between UNVs (mentors) and National Professional Officers.
- Help build an internal master training catalogue and harmonize the production of mission-wide training calendars.
- Contribute to the design of client satisfaction surveys and assessment of results.

- Spearhead the updating of training materials in IMTC internal training programmes on the basis of participant feedback.
- Contribute to the communication and outreach efforts of the IMTC.
- Perform other duties as assigned by the Chief IMTC.

### **Qualifications:**

**Education:** Master Degree or Bachelor Degree **combined** with relevant professional experience preferably in Political Science or Social Science, Law, International Studies, Public Administration, Economics, or other relevant field is required; or Bachelor's degree with a relevant combination of academic qualifications and experience in related area may be accepted.

**Experience:** At least 2 years (Master Degree) or 4 years (Bachelor Degree) of progressively responsible relevant professional experience in programme management, project management, teaching/training, as well as monitoring and evaluation of projects and programmes.

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

**Other Skills:** Excellent communication, analytical, and presentation skills are required for this job. In addition, a strong command of computer applications to prepare reports and presentations is necessary. Experience with access or excel to build databases and surveys is a big plus. Coaching and mentoring skills highly desirable.

### **Competencies:**

- **Professionalism:** Proven conceptual analytical skills and ability to conduct independent research and analysis, identifying issues, formulating options and making conclusions and recommendations
- **Communication:** Proven ability to write in a clear and concise manner and to orally communicate effectively. Ability to prepare reports and defend recommendations.
- **Teamwork:** Demonstrated interpersonal skills and ability to establish and maintain effective working relations with people in a multi cultural ethnic environment with sensitivity and respect for diversity.
- **Planning & Organizing:** Ability to prepare reports and defend recommendations. Ability to establish priorities and to plan, coordinate and monitor own work plan and those under supervision.
- **Technological Awareness:** Solid computer skills and including proficiency in word processing, spreadsheets, IMIS and relevant software packages.

### **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 Duty Station** of which they are applying, on the

Subject line [by email] or on the Envelope [by Mail/by Hand].) e.g. **UNAMID- 13-012, Associate Training Officer – NO-B, El Fasher.**

**By e-mail:** All applicants are strongly encouraged to apply by e-mail: El Fasher: [UNAMIDVA-ELF@un.org](mailto:UNAMIDVA-ELF@un.org);

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

**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/ OR OTHER NATIONALS HOLDING A WORKING PERMIT ISSUED BY THE GOVERNMENT OF SUDAN.** **WARNING TO APPLICANTS:**

**THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON BANK ACCOUNTS.**

**POSITIONS OPEN FOR SUDANESE NATIONALS ONLY**