



United Nations and African Union Mission in Darfur

VACANCY ANNOUNCEMENT

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

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

VA No. UNAMID-12-066	VA Date: 01/10/2012	Application Deadline: 14/10/2012
Post Title: Administrative Assistant OMCoS	Grade: GL-5	Duty Stations: El-Fasher

Duties and responsibilities:

Under the overall general supervision of the Section Chief and or his/her designate, the incumbent will be responsible for, but not limited to, the following functions:

- Assisting the International Administrative Assistant with the coordination and delivery of work of the Front Office of the OMCoS, including physical space planning; identification of office technology needs and maintenance of equipment, software and systems; organizing and coordinating administrative arrangements for seminars, conferences and translations
- Act as back up Leave Monitor and maintain attendance records for the office. To this end, coordinate and monitor movement of OMCoS personnel in/outside mission area by ensuring Movement of Personnel Forms (MOPs) are completed, signed, prior to departure, prepare and monitor office personnel leave plans, and back up staff on leave
- Draft/respond to correspondence and e-mails ensuring accuracy and completeness of outgoing correspondence, and institute follow up actions in support of efficient administrative activities within the OMCoS; support/coordinate administrative document flow with follow-up, and make photocopies as necessary.
- Assist/support other OMCoS unit's process leave requests/reports and also liaise as may be directed with other substantive front offices.
- Assist International Administrative Assistant prepare (as will be directed) process and follow-up administrative arrangements and forms related to the official travel of OMCoS staff.
- Consolidate monthly requests and delivery of office supplies;
- Establish and maintain a proper filing system for the OMCoS records.
- Perform other duties as directed by the MCoS/DMCoS.

Qualifications and Experience:

- **Academic Background:** High School Certificate education with good relevant experience. A University Degree is an asset. Specialized training should include office management/business administration and technical communications skills.

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UNAMID



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- **Relevant working experience:** At least minimum Five (5) years of relevant experience in administration or office management fields. Experience with UN/NGO or other International bodies will be an added asset.
- **Language:** Fluency in both written and oral English as well as Arabic, and knowledge of Darfur regional dialects an asset.
- **Other:** Assignments require computer expertise; therefore an IT background is an asset.

Competencies:

- **Professionalism:** Knowledge of UN administrative processes and some knowledge of OMCoS work in general, as well as 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, and to respond quickly to unpredicted situations at work.
- **Commitment to Continuous Learning** - Good communications skills. Initiative and willingness to keep abreast of new developments in the administrative fields.
- **Technological awareness:** Ability to operate a computer with MS Office, Ability to type in English and Arabic; ability to translate between English/Arabic.

• HOW TO APPLY

Interested and qualified applicants should submit their applications together with The United Nations Personal History form ([P-11](#)) and/or CV and copies of previous employment certificate(s) by ONE of the following methods:

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

By Hand: Deliver to: UNAMID El Fasher HQ at ARC or Super Camp Security Reception.

Note: (a) All applicants **MUST** indicate the **VA No., Post Title and name of Duty Station** of which they are applying, on the subject line [by email] or in a sealed envelope [by Mail/by Hand].)

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

Please do not submit original certificate(s) with the application. In line with the UN policy on gender balance, **FEMALE CANDIDATES ARE ENCOURAGED TO APPLY.**

POSITIONS OPEN FOR SUDANESE NATIONALS ONLY.