

UNITED NATIONS

الأمم المتحدة



UNAMID



AFRICAN UNION

الاتحاد الأفريقي

United Nations and African Union Mission in Darfur

VACANCY ANNOUNCEMENT

The African Union/United Nations Mission in Darfur (UNAMID) is seeking 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.: UNAMID-12-067	VA Date: 01/10/2012	Application Deadline: 14/10/2012
Post Title: Registry Assistant OMCoS	Grade: GL-4	Duty Stations: El Fasher

Duties and responsibilities:

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

- Opening of new subject files as required and disposal of old files in accordance with the established retention schedule.
- Maintenance of archives, making sure files are properly stored and accessible; safe keeping of documents.
- Provision of photocopies of material from the confidential registry files, as requested by staff. Assistance in the collection of reference and background material from registry files.
- Establishment and maintenance of records system of file movements within the office; maintenance of the office circulation and reading files.
- Preparation of correspondence and reports related to registry activities.
- Participation in the creation and maintenance of an electronic registry/archive system.
- Receipt, registration, coding and forwarding of incoming faxes, letters and other correspondence to proper department/unit/officer.
- Registration and dispatch of the outgoing communications, including pouch, and follow-up distribution. Prepares the summary of enclosure forms and necessary documents and maintains the file on pouches received to ensure that all bags are accounted for.

Qualifications and Experience:

- **Academic Background:** Completion of High school diploma or equivalent. Post-secondary education at college, university or specialized training institution is an advantage. Nature



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and level of specialized training should include office management/business administration and technical and communications skills.

- **Relevant working experience:** At least four (4) years of progressively relevant responsible experience in Registry Assistant fields.
- **Language:** Fluency in both written and oral English as well as Arabic. Knowledge of regional dialects an asset.
- **Other Skills:** Demonstrated ability to apply good judgment in the context of assignments given. Demonstrated effective organizational skills and ability to handle work in an efficient and timely manner;

Competencies:

- **Professionalism:** 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.
- **Commitment to Continuous Learning** - Initiative and willingness to keep abreast of new developments in the administrative fields
- **Technological awareness:** Ability to operate a computer with MS Word, Excel Power Point and Access and Data bases. Ability to type in English and 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 Email to : unamidva-elf@un.org

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

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].)

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