

UNITED NATIONS

الأمم المتحدة



UNAMID



AFRICAN UNION

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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.: <b>UNAMID-12-068</b>	VA Date: <b>01/10/2012</b>	Application Deadline: <b>14/10/2012</b>
Post Title: <b>Team Assistant OMCoS</b>	Grade: <b>GL-4</b>	Duty Stations: <b>El Fasher</b>

**Duties and responsibilities:**

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

- Receive and screen all correspondence and other documents addressed to the Section.
- Draft/respond to correspondence and e-mails;
- Review/Edit outgoing correspondence to ensure accuracy and completeness of information and institute follow up action. Make photocopies as necessary.
- Act as leave monitor and maintain attendance records for the office. To this end, monitor movement of the section's personnel in and outside the mission area by ensuring that Movement of Personnel Forms (MOPS) are completed and signed prior to departure.
- Process attendance sheets, overtime records for national staff
- Prepare and monitor the office personnel leave plans to ensure continuous smooth work flow while other staff members are on leave, especially during holidays periods;
- Consolidate monthly requests for office supplies for the section;
- Maintain a proper filing system.
- Perform other duties as directed by the Supervisor.

**Qualifications and Experience:**

- **Academic Background:** Completion of High School Education with Diploma in training is highly desirable.

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- **Relevant working experience:** At least (4) years of progressively relevant responsible experience in the field of administration.
- **Language:** Fluency in both written and oral English as well as in Arabic. Knowledge of regional dialects an asset.

### Competencies:

- **Professionalism:** Good judgment and analytical skills.
- **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:** Demonstrate effective organizational skills and ability to handle own work in an efficient and timely manner.
- **Technological awareness:** Ability to operate a computer with MS Word, Excel Power Point and Data bases.

### 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](mailto:unamidva-elf@un.org)

**By Hand:** Deliver to: UNAMID Regional Office in El Fasher HQ at ARC or Super Camp.

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.**