



United Nations and African Union Mission in Darfur

VACANCY ANNOUNCEMENT (Internal/External)

The United Nations and 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 and Experiences and Competencies sections below, and ensure that you have met the minimum requirements mentioned.

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| VA No.: UNAMID-ELD-13-002 | VA Date: 22 January 2013 | Closing Date: 04 February 2013 |
| Post Title: Team Assistant (Rule of Law Section) | Grade: GL-4 | Duty Station El Daein |

Duties and Responsibilities:

Under the supervision of the Judicial Affairs Team Leader or his/her designate, the incumbent will be responsible for, but not limited to, the following functions:

- Provide administrative support to the planning and organization of workshops, seminars, and meetings in support of the section work plans.
- Receive all visitors to the office, including UN staff and government officials observing appropriate protocols and formalities.
- Prepare requests for supply and other forms for approval; submit approved documents to the appropriate offices and follow-up as required.
- Maintain office inventory records of all computers and other equipment in the offices, when required liaise with the appropriate sections to ensure repairs and maintenance are carried out in a timely manner.
- Liaise with the appropriate sections to ensure required repairs and maintenance of the office infrastructures are carried out in a timely manner for a safe and secure work environment.
- Act as the leave monitor and prepare and submit signed attendance records for the Section.
- Ensure that Electronic Movement of Personnel Forms of staff members are completed and submitted in a timely and accurate manner in accordance with official policies.
- Maintain and monitor the Section's calendar of appointments, events and staff absences.
- Maintain and monitor the Section's leave plan and ensure proper coverage while staff members are on leave, especially during holiday periods.
- Maintain and monitor the Section's document archive in electronic and or physical format, as appropriate.
- Collect and deliver documents to and from UN agencies, local authorities, partner NGOs and other concerned government offices.

- Receive and screen all correspondence and other documents addressed to the section/unit TL.
- Draft/respond to correspondence and emails; review/edit outgoing correspondence to ensure accuracy and completeness of information and institute follow up action.
- Support the rule of law activities related to local-level and DDPD implementation aspects of justice and assist in gathering information that will help to develop plans to strengthen and bolster traditional conflict resolution mechanisms i.e rural courts
- Assist in duplication of documents and be responsible for their distribution to respective sections,
- Liaise with Transport /Dispatch Officer on issues relating to the maintenance of office vehicles including daily entries in vehicle log books and ensure that vehicles are cleaned every day. Also ensure that vehicles are taken for refueling and detailed cleaning from fuel station or service station when required
- Perform other duties as directed by the Team Leader or his/her designate.

Qualifications and Experience:

- **Academic Background:** Completion of a high school education with a diploma/certificate in Business Administration, Management an asset or any equivalence.
- **Relevant Working Experience:** four (4) years experience in administration, logistics, program assistance or equivalent with UN/NGOs or any other international bodies. Experience working with local communities, CBOs and NGOs. Knowledge of local level traditional conflict resolution mechanisms would be a distinct advantage.
- Experience and knowledge of the rule of law mandate and work in conflict situations will be an added advantage.
- **Language:** Fluency in both written and oral English as well as Arabic. Knowledge of regional dialects will be an asset.

Competencies:

- **Professionalism:** Ability to manage administrative processes, maintain accurate records and solve basic office problems in accordance with official instructions, guidelines and policies. Ability and willingness to provide administrative support to training courses, meetings and operations in other locations in support of the Section's activities. High-level of concern for confidentiality.
- **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 using proper spelling and grammar.
- **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 administration, peacekeeping and civil affairs.
- **Technological Awareness:** Ability to operate a computer with MS Word, Excel, PowerPoint 2007 and printers, fax machines, photocopiers, digital senders and projectors. Ability to communicate by email. 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, 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)/by Hand)

By Email to: unamidva-eld@un.org

By Hand: Deliver to: UNAMID Regional Office in El Daein.

Note: 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].) e.g. **UNAMID-ELD-13-002 – Team Assistant (GL-4)**

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.