

UN CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

VACANCY ANNOUNCEMENT

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 as mentioned.*

<i>VA No.:</i> UNAMID-12-042	<i>VA Date:</i> 28 June 2012	<i>Application Deadline:</i> 12 July 2012
<i>Post Title:</i> Office Assistant GSS/Claims & Property Unit	<i>Grade:</i> GL-3	<i>Duty Stations:</i> El Fasher

Duties and responsibilities:

Under the supervision of the Claims Officer and the guidance of the Chief General Services the incumbent will be responsible for, but not limited to, the following functions:

- Assist in providing administrative support to the Supervisor of the Unit;
- Assist in the preparation of property survey files and scheduling periodic LPSB meetings and compilation of cases
- Assist in investigation of claims cases in coordination with claimants, ensuring sufficient documentation regarding liabilities upon which LCRB may take recommendations
- Assist in the preparation and distribution of minutes
- Maintain a proper filing system and accurate Claims records in electronic and hardcopy
- Assist and ensure effective and efficient operation of the Claims & Property Survey Unit;
- Assist in drafting correspondences to claimants, insurance companies and others other parties or stakeholders in claims and property survey cases.
- Assist in disseminating recommendations and approvals of LCRB, LPSB or Head of Administration to concerned parties for action and follow-up on those actions to be taken
- Act as leave monitor and maintain attendance records for the Unit. To this end, monitor movement of the unit's personnel in and outside the mission area by ensuring that Movement Personnel Forms (MOPs) are completed and signed prior to departure.
- Consolidate monthly requests for office supplies for the unit
- Perform other duties as directed by the Supervisor.

Qualifications and Experience:

- **Academic Backgrounds:** High school diploma or equivalent.
- **Relevant working experience:** Minimum of three (3) years of relevant work experience with at least one year of work experience with the United Nations and/or NGOs.
- **Language:** Fluency in written and spoken English and Arabic with excellent drafting skills.

Competencies:

- **Professionalism:** Demonstrate professional knowledge and experience in the field of support operations or in an administrative related work.
- **Planning and Organizing:** Ability to establish priorities and to plan, coordinate and monitor own work plan.
- **Communication:** Proven communication (verbal, written and presentation) skills, formulating positions on issues, articulating options concisely conveying maximum necessary information, making and defending recommendations.
- **Accountability:** Take responsibility for all actions and honours commitments and deadlines.
- **Teamwork:** Good interpersonal skills; ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity and gender.
- **Client Orientation:** Meets time line for delivery of product or services to client.

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 Regional Office in El Fasher HQs at ARC or Super Camp.

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-12-042, Office Assistant (GL-3).**

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

POSITION OPENED FOR SUDANESE NATIONALS ONLY