



United Nations and African Union Mission in Darfur

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.*

VA No.: UNAMID-12-052	VA Date: 28 August	Application Deadline: 11 Sept 2012
Post Title: Administrative Assistant	Grade: GL-5	Duty Stations: El Fasher

Duties and responsibilities:

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

- Prepare agendas and take minutes for meetings and ensure follow up to the Unit meetings action points and also be in charge of setting up conference calls;
- Prepare invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database and/or other software;
- Prepare responses to correspondence containing routine inquiries;
- Support the section in recruitment process and in collaboration with Personnel in handle requests for visa, protocol issues and any other personnel related matters;
- Receive and screen all correspondence and other documents addressed to the Head of Section/Unit;
- Maintain a calendar of appointments for the Head of Section/Unit Chief and coordinate engagements;
- Assisting with official visits within/outside the mission area;
- Coordinate official travel arrangements of staff with Travel Unit/agent to book, make flights arrangements, reservations and plan an itinerary;
- Coordinate workflow for organization or department.
- Plan event and send out invitations, answer invitee's questions, and generally ensure the event is successful;
- Compile data, draft, proofread, edit and translate routine, official correspondence, presentations, various documents and reports;
- Respond to correspondence and e-mails and review/edit outgoing correspondence to ensure accuracy and completeness of information and institute follow up action;
- Handle e-mail correspondence, your own and most likely your boss's as well.
- Set/Cancel appointments and send meeting reminders.
- Maintain and Compile Excel Spreadsheets and Create Power Point presentations;
- Identify office technological needs, maintenance of equipment, software and systems;
- Act as leave monitor and maintain attendance records for the section/Unit;

- Monitor movement of the section’s personnel in and outside the mission area by ensuring that Movement of Personnel Forms (MOPS) are completed and approved prior to departure;
- Prepare and monitor the section’s leave plans to ensure continuous smooth workflow while other staff members are on leave, especially during holidays periods;
- Consolidate monthly requests for office supplies for the section;
- Establish and maintain a proper filing system and list of contact;
- Photocopy, print, fax, and filing when as needed;
- Perform any other duties as required and be willing to work beyond normal working hours.

Qualifications and Experience:

- **Academic Backgrounds:** Completion of High School, diploma in the field of office management/Business Administration will be an added advantage.
- **Relevant working experiences:** At least 5 years of relevant experience in the field of administration, Finance, Protocol, Human Resources or any other related field. Experience with UN/NGO or other international bodies is preferred.
- Good knowledge and use of office equipment including Microsoft Excel, Microsoft Word and Lotus Notes is a requirement.
- A valid driving license is highly desired.
- **Languages:** Demonstrated skills in written and spoken English and Arabic.

Competencies

- **Professionalism:** Proven conceptual analytic and evaluative skills and ability to conduct independent research and analysis, identifying issues, formulating options and making conclusions and recommendations.
- **Planning and Organizing:** Effective organizational skills and ability to handle a large volume of work in an efficient and timely manner.
- **Commitment to continuous learning:** Initiative and willingness to learn new skills.
- **Technology Awareness:** Good computer skills, including proficiency in word processing, spreadsheet applications, and other relevant software packages.
- **Teamwork:** Good interpersonal skills; ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- **Communication:** Ability to write in a clear and concise manner and to communicate effectively orally.

HOW TO APPLY

Interested applicants should submit their applications together with The United Nations Personal History form (**P-11**) 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:

By e-mail: unamidva-elf@un.org

By Hand: Deliver to: UNAMID Office in El Fasher at ARC Security Reception, Super Camp Security Reception or Human Resources Section, National Staff Unit.

NOTE: 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] or on the P.11 Form [# 19].E.g. **UNAMID-12-052, Administrative Assistant.**

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

In line with the UN policy on gender balance, female candidates are encouraged to apply
POSITIONS OPEN FOR SUDANESE NATIONALS ONLY.