



African Union - United Nations Mission in Darfur

VACANCY ANNOUNCEMENT

The African Union - United Nations Hybrid Mission in Darfur (UNAMID) is seeking qualified candidates for the following position:

*Before the submission of your application, please refer to the **Qualifications, Experience and Competencies** sections below, and ensure that you have minimum requirements as mentioned.*

VA No.: UNAMID-KRT-12-08	VA Date: 10/10/2012	Application Deadline: 24/10/2012
Post Title: Office Assistant	Grade: GL-4	Duty Stations: Khartoum

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:

- Receive and screen all correspondence and other documents addressed to the Head of Section/Unit.
- 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.
- Maintain a calendar of appointments of the Head of Section/Unit Chief's appointments, including official visits within and outside the mission area.
- Act as leave monitor and maintain attendance records for the section/Unit. 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.
- Prepare and monitor the section's 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;
- Establish and maintain a proper filing system.
- Perform other duties as directed by the Supervisor.

Qualifications and Experience:

- **Academic Background:** Completion of High School Education; diploma/certificate in Business Administration or Management an asset.

- **Relevant working experience:** Four (4) years work experience in the Administration field with international organizations, valid driving license for cars an asset.
- **Language:** Fluency in both written and oral English as well as Arabic. Knowledge of regional dialects an asset.

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.

WARNING TO APPLICANTS:

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON BANK ACCOUNTS.

<p>• HOW TO APPLY</p>
<ul style="list-style-type: none"> • 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 e-mail: All applicants are strongly encouraged to apply by e-mail: unamidva-krt@un.org • By Hand: Deliver to: Khartoum Regional Office House No. 3/46 El Nefadi Street Al- Manshiya.
<ul style="list-style-type: none"> • 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]; (b) Do not submit original certificate(s). • IMPORTANT: Please refer to the <u>Qualifications and Experience</u> and <u>Competencies</u> sections above and make sure that you are eligible to apply. • <u>WARNING TO APPLICANTS:</u> • HE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON BANK ACCOUNTS • In line with the UN policy on gender balance, female candidates are encouraged to apply
<p>• <u>POSITIONS OPEN FOR SUDANESE NATIONALS ONLY.</u></p>