



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 positions:

*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 #: UNAMID-12-055	VA Date: 12 September 2012	Applications Deadline: 26 September 2012
Post Title: Office Assistant	Grade: GL- 3	Duty Station: El Fasher

Duties and responsibilities:

Under the supervision of the Fire Marshall and or his designate, the incumbent will be mainly responsible for work functions but not limited to the following duties:

- Provides office support to help ensure smooth functioning of Fire Safety Unit's Office
- Delivers mails, messages, make photocopies, other materials and scans a variety of documents ;
- Receives, sorts, and distributes or process mail and other documents;
- Tracks and monitor follow-up actions when required;
- Accompanies the staff of Fire Safety Unit on assignments to document fire safety activities / practical exercises and other activities, including fire incidents/accidents and archiving them in the share-drive;
- Assists with managing staff Attendance, Leave Requests, MOPs and all other administrative issues of Fire Safety Unit;
- Performs a variety of basic office support duties involving making request for office stationeries and all other logistical requirements, dissemination of information to staff of Fire Safety Unit, especially fire fighters;
- Perform other duties as assigned by Fire Marshall or his designate;

Qualifications and Experience:

- **Academic Background:** Completion of High School Education.
- **Relevant working experience:** Three (3) years work experience in an office, demonstrated basic knowledge in handling office/communication equipment, and must be computer literate,
- **Language:** Good understanding and delivery of Arabic and English languages.
- **Other Skills:** Operates a variety of office equipment in the performance of basic office functions; e.g. photocopier, printer, scanner, etc.

Competencies:

- **Professionalism:** Maintains a high standard of work output. Shows persistence and conscientiousness in fulfilling his or her duties. Attentive to details. Puts in extra time as the job requires. Ability to find quick solutions to practical problems like setting up office equipment, coordinating repairs and maintenance through general services and engineering support. Drives carefully and is punctual for work and appointments. Takes responsibility in situations where there may be only one supporting assistant in the Front Office.
- **Communication:** Ability to communicate in a clear and concise manner.
- **Planning and Organizing:** Ability to plan and organize own work effectively in an efficient and timely manner. Ability to think and work quickly is important in this role.

• **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 e-mail:** Applicants are strongly encouraged to apply by e-mail: El Fasher: UNAMIDVA-ELF@un.org;

- **By Hand:** Deliver to: UNAMID El Fasher HQ at ARC or Super Camp Security Reception.
-
- 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 Qualifications and Experience and Competencies sections above and make sure that you are eligible to apply.**

-
- ***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.**