



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.*

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| VA No.: UNAMID-12-044 | VA Date: 15/07/2012 | Application Deadline: 30/07/2012 |
| Post Title: DDR Team 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:

- Support the DDR team in all aspects of implementation of the national disarmament, demobilization and reintegration (DDR) programme and other related activities such as the community – based labour intensive project;
- Assist in the identification and assessment of partners to implement the various components of DDR activities;
- Support the DDR team in the monitoring of DDR and its related activities or projects in various communities;
- Support the DDR team in the organization of workshops for training and dissemination of information, sensitization and awareness on DDR and community –based activities to support reduction of community violence;
- liaise with the local and international actors in the implementation of DDR and other DDR – related projects and activities;
- Assist in preparations and arrangement of missions and/or field visits to the areas of responsibility;
- Perform any other duties or responsibilities that may be assigned by the DDR section Chief or his designate.

Qualifications and Experience:

Education: Completion of secondary education. Post-secondary education at college, university or specialized training institution an asset. Nature and level of specialized training should include social sciences, office management/business administration and technical and communications skills.

Experience: Minimum of 5 years of experience and a high level of demonstrated analytical and problem-solving skills. Knowledge of issues related to displacement, return and reintegration and demonstrated ability to successfully function under difficult living conditions. Experience working with DDR in Darfur is an advantage.

Languages: Fluency in written and spoken English and/ Arabic is an asset. Knowledge of other Sudanese languages is an advantage.

Competencies:

- **Professionalism:** Advanced knowledge of the use of information management to improve the delivery of humanitarian assistance; ability to analyze and articulate the information management requirements of complex situations requiring a coordinated UN response; demonstrated problem-solving skills and ability to use sound judgment to ensure the effective and timely completion of complex tasks; ability to work under extreme pressure, on occasion in a highly stressful environment (e.g. civil strife, natural disasters and human misery); very good knowledge of institutional mandates, policies and guidelines pertaining to humanitarian affairs and sound knowledge of the institutions of the UN system.
- **Communications:** Excellent communication (spoken and written) skills, including the ability to convey complex concepts and recommendations to staff at senior levels, both orally and in writing, in a clear, concise style.
- **Planning & Organizing:** Ability to coordinate work with others, work under pressure of tight and conflicting deadlines and handle concurrent activities.
- **Teamwork:** Excellent interpersonal skills, including ability to operate effectively across organizational boundaries; ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- **Technological awareness:** Fully proficient computer skills and use of relevant software and other applications, e.g. word processing, spreadsheets, internal databases, Internet, etc.

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 HQ at ARC or Super Camp Security Reception.

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-12-044 DDR Team Assistant (GL-5)**.

Do not submit original certificate(s) with the application.

POSITIONS OPEN FOR SUDANESE NATIONALS ONLY.