



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 positions:

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

VA #: UNAMID-CPID-12-024	VA Date: 29 March 2012	Applications Deadline: 11 April 2012
Post Title: Office Assistant/Driver	Grade: GL- 3	Duty Station: El Fasher

Duties and responsibilities:

Under the supervision of the Director Communications and Public Information Division (CPID) 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 Directors Office
- Delivers urgent mail, messages, 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 CPID Director and other team members on assignments to cover events, including driving and messaging assignments;
- Assists with basic assembly, preparation and support for events which may include collection, receipt, movement or distribution of public information materials;
- Performs a variety of basic office support duties involving looking after the Director's movements and travel engagements,
- Perform other duties as assigned by Supervisor.

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.
- **Teamwork:** Good interpersonal skills. Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. Ability to demonstrate, develop and maintain effective work relationships with supervisors and colleagues.

- **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.

Qualifications and Experience:

- **Academic Background:** Completion of High School Education.
- **Relevant working experience:** Three (3) years work experience in an office, regularly handling office/communication equipment; basic knowledge of computer use; a clean national driving license; demonstrated support or driving of a senior manager is an asset.
- **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. Must be able to drive and should possess a valid driving license.

HOW TO APPLY

Interested and qualified applicants should submit their application together with the United Nations Personal History form (P.11) and/or CV along with copies of Academic and previous employment certificates by one of the following methods:

By Email: unamida-elf@un.org

Deliver by Hand: UNAMID El Fasher HQ at ARC or Super Camp Security Gate

Note: All applicants **Must** indicate the VA No., Post Title and Duty Station to which they are applying on the subject line (by email) and/or on the sealed envelope (by hand delivery). E.g. **UNAMID-CPID-12-024 - Office Assistant/Driver**

Please do not submit original certificate(s) with the applications. Females candidates are strongly encouraged to apply.

POSITION IS OPEN FOR SUDANESE NATIONALS ONLY