



African Union - United Nations Hybrid Operation in Darfur

Post Title: Team Assistant (Human Rights Section)

Post Level: GL-4

Location: Zalingei

Job Opening Number: UNAMID-JO-ZAL-18-0015

Opening date: 28 January 2018

Job Opening Deadline: 12 February 2018

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Organizational Setting and Reporting

This position is located within the Human Rights Section of the African Union-United Nations Hybrid Operation in Darfur (UNAMID), Zalingei. The incumbent will report to the Head of Office, Sector Central.

Duties and responsibilities:

Within delegated authority, the Team Assistant will be responsible for the following duties:

- Performs a wide range of office support and administrative functions;
- Responds or drafts responses to routine correspondence and other communications; uses standard software document processing packages to produce a wide variety of large, complex documents and reports.
- Monitors processes and schedules related to the unit's/sections output, products, tasks, etc.
- Assists in the generation of a variety of reports, work orders, etc., using various databases;
- Assists the supervisor in reviewing documents and edits texts for accuracy, grammar, punctuation and style, and for adherence to established standards for formats;
- Screens phone calls and visitors; responds to moderately complex information requests and inquiries (e.g. Answers requests requiring file search, etc.), and as necessary, refers inquiries to appropriate personnel for handling;
- Provides secretarial, administrative and logistics support to meetings boards, committees, conferences, etc.;
- Assists in the preparation of presentation materials using appropriate technology/software;
- Maintains calendar/schedules; monitors changes and communicates relevant information to appropriate staff inside and outside the immediate work unit/section;
- Performs data entry functions;

- Reviews, records, distributes and/or processes mail and other documents, follows-up on impending actions;
- Performs general administrative tasks (e.g. leave and attendance recording, arrangements for meetings and other events, reservations budget follow up, etc.) to include preparing and/or processing administrative requests/documents (e.g. requisitions, purchase orders, travel requests, contracts, expenditures authorizations, visa applications, etc.)
- Maintains files (both paper and electronic) and databases for work unit/section;
- Operates and maintains a variety of office equipment in the performance of basic office and facilities functions, e.g. photocopier, facsimile, printer, scanner, etc.
- Provides guidance to less experienced staff on general office processes and procedures, computer applications, etc.
- Execute emergency procedures when necessary.

Competencies:

- **Professionalism** – Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **Planning and Organization:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Qualifications:

Education: High School Diploma or equivalent is required.

Experience: A minimum of three (3) years of experience in administration and general office support or related area.

Language: Fluency in spoken and written English and Arabic is required. Knowledge of another language of the UN is desirable.

Other:

Important Consideration for Applicants:

This position is locally recruited. UNAMID will not provide accommodation to locally recruited staff.

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.

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 own Birth Certificate, Sudanese Resident Certificate, Academic/University Diploma and previous employment certificates by one of the following methods:

By Hand: Deliver to UNAMID, Zalingei, Super Camp Security main gate

By Email: All applicants are strongly encouraged to apply by e-mail: unamidjo-zlg@un.org

Note: All applicants **must** indicate the JO 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-JO-ZAL-18-0015- Team Assistant, GL-4, Human Rights Section.**

Please do not submit original certificate(s) with the applications.

In line with the UN policy on gender balance, female candidates are encouraged to apply

POSITIONS OPEN FOR SUDANESE NATIONALS ONLY.