

United Nations Mission in Liberia
(UNMIL)

Vacancy Announcement- Internal/External

Vacancy#: UNMIL-ADM-ISS-12-2087	Deadline: Friday, 05 October 2012
Post Title: Team Assistant (One Position)	Level: GL-5
Organizational Unit: ISS	Location: Monrovia
Initial Appointment: Initial one (1) year subject to funding of the post and satisfactory performance.	IMIS Post#: 57443 Indicative Minimum Annual Gross Salary: USD \$ 13,633.00
<p>UNMIL invites qualified external/internal applicants to apply for the position highlighted above. Applicants are requested to complete form P.11 available at UNMIL Human Resources Section and attach copies of the following: Proof of Liberian nationality (Birth Certificate/ Passports), educational certificates and reference letters from previous employers. Incomplete P.11 forms will not be processed. Please note that you can also apply by email to unmilrecruitment@un.org. Kindly note that applications upon receipt will be reviewed and only short-listed candidates will receive acknowledgement</p>	

Organizational Setting and Reporting Relationships: This position is located in the office of the Chief Integrated Support Services. The incumbent reports to one or more officers.

Description of Main Duties:

Under the overall supervision of the Office of Chief Integrated Support Services, the incumbent will carry out the following duties:

General Administration

- Prepares processes and follows-up on administrative arrangements and forms related to the official travel of staff.
- Monitors processes and schedules related to the Office outputs, products, tasks, etc: where applicable, assists in the verification of receipt and accuracy of requisite documents, approval, signatures, etc. to ensure compliance with relevant legal, financial and other requirements.
- Follows-up, maintains and updates project tasks of each section on a daily basis including results from sectoral visits.
- Maintains and updates Monthly Planning Board on a daily basis.
- Tracking project tasks concisely with a time-table such as initial date, termination date, deadlines and cost where applicable.
- Update and review of SOPs, MOUs of all Sections under ISS
- Updates and maintains large distribution lists; monitors, prepares and distributes various materials, reports, where possible using electronic formats.
- Follows-up on points for discussion and prepare agenda and minutes of various ISS Operational Meetings.
- Drafts routine correspondence.
- Maintains files of rules, regulations, administrative instructions and other related documentation.
- Maintains up-to-date work unit files (both paper and electronic) and databases for section
- Coordinates extensively with service units and liaises frequently with internal team members both at Headquarters and in the field.
- Performs other related administrative duties, as required, e.g., operational travel programme; monitoring accounts and payment to vendors and individual contractors for services.
- Physical space planning; identification of office technology needs and maintenance of equipment, software systems; organizing and coordinating administrative arrangements for seminars, conferences and meetings.
- Provides advice and guidance to staff with respect to administrative procedures, processes and practices, liaising with central administrative services as necessary.
- Assists in the preparation of budget performance submissions.
- Research, compiles and organizes information and reference materials from various sources for reports, work plans, studies, and meetings/workshop.
- Generates a variety of standard statistical and other reports, work orders, using various databases.
- Proof reads documents and edits texts for accuracy, grammar, punctuation and style, and for adherence to established standards for format
- Performs other duties as assigned.

Contract Administration

- Assists with day-to-day administration of contracts between the UN and external contractors for outsourced services.
- Audits the contractors' invoices against the goods and services provided by the contractor and approved by the UN.
- Processes the payment of contractors' invoices and monitor payments.
- Prepares and processes all UN forms and permissions for contractual and work Unit, Section or Service UN staff, including: UN grounds passes, property passes, UN parking permits, swipe-card access and door keys.

Work implies frequent interaction with the following:

Staff in related organizational units across the institution.

Visitors and representatives from Permanent Missions, UN Common System and other international organizations, NGOs, etc.

Results Expected:

Contributes to the effectiveness and efficiency of the department/unit by providing administrative support and specialized assistance to more senior staff in the assigned areas of responsibility.

Competencies:

- **Professionalism:** Ability to perform a broad range of administrative functions, e.g., budget/work programme, human resources, database management, etc. Ability to apply knowledge of various United Nations administrative, financial and human resources rules and regulations in work situations. 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.
- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
- **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 & Organizing:** 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.
- **Accountability:** Takes ownership of all responsibilities and honors commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.
- **Creativity:** Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks "outside the box"; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.
- **Client Orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.
- **Commitment to Continuous Learning:** Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.
- **Technological Awareness:** Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

Qualifications:

Education: High School Diploma or equivalent.

Work Experience: Minimum Five (5) years of progressively work experience in Administration Services, Finance, Human Resources or related area.

Languages: Fluency in oral and written English.

Preference will be given to equally qualified women candidates.

Completed detailed applications documentation as specified above referring to

Vacancy# UNMIL-ADM-ISS-12-2087 should be forwarded to the attention of:

**UNMIL Recruitment Unit, Human Resources Management Section, UNMIL Headquarters, 7th Floor, Room # 705F
Pan African Plaza, Tubman Boulevard, Monrovia**