

United Nations Mission in Liberia

UNMIL

Vacancy Announcement

Vacancy#: UNMIL-SUB-PAS-13-2140	Deadline: 26 August 2013
Post Title: Team Assistant – (One Position)	Level: GL-4
Organizational Unit: Political Analysis Section	Location: Monrovia
Initial Appointment: Initial one (1) year subject to funding of the post and satisfactory performance.	Indicative Minimum Annual Gross Salary: USD 10,900.00
	IMIS Post #: 57251
<p>UNMIL invites qualified external/internal applicants to apply for the position highlighted above. Applicants are requested to complete UN Form P.11 available at UNMIL Human Resources Section and attach copies of the following:</p> <ul style="list-style-type: none"> • Proof of Liberian nationality (Birth Certificate/ Passport) • Educational certificate(s) • Reference letters from previous employers <p>Incomplete P.11 forms will not be processed. Please note that you can apply by email to unmilrecruitment@un.org.</p> <p>Kindly note that applications will be reviewed upon receipt but only short-listed candidates will receive acknowledgement.</p>	

Description of main duties

Under the overall supervision of the Chief of the Political Analysis Section, and direct supervision of the Administrative Assistant, and within the limits of delegated authority, the incumbent will be responsible for, but not limited to, the performance of the following duties:

- General administrative support services for the section, such as those related to Human Resources and Mission Support requirements
- Handling of official documents: Handles all mission documents in a confidential manner – delivers/collects to/from mission headquarters offices, as required, following up on necessary action, – Prints, photocopies, and scans, as required – Files soft and hard copies in a timely and consistent manner
- Process: Training within and outside mission area – Official travel of staff in section – Duly approved Non-UN MOPs and Non-UN CMRs
- Monitors daily attendance of staff in section for the preparation of the Monthly Attendance Report
- Raise e-Requests to CITS, Engineering and Supply sections for the provision of services and equipment, as required
- Formatting and proofreading of administrative correspondence from the section
- Maintain an adequate and organized stock of office supplies, raising e-Requests to the Supply Section on the last week of every month
- Update of administrative information for the staff in the section and administrative desks reference files
- Organization and coordination of maintenance of office space/work stations
- Other administrative tasks required in absence of the Administrative Assistant
- Perform any other administrative duties as required

Competencies

- **Professionalism:**
 - Knowledge and understanding of the structure, policies, procedures and Core Values of the United Nations
 - Working knowledge of Microsoft Word and Excel – Knowledge of MS Outlook and Power Point is a plus
 - Good communication skills in oral and written English to provide and obtain information and services
 - Good work planning and organizing skills
 - Discretion, tact, and sound judgment in dealing with sensitive issues
 - Ability to identify clients' needs and appropriate solutions
 - Ability to establish and maintain productive partnerships with clients
- **Communication**
 - Speaks and writes English clearly and effectively
 - Listens to others attentively to interpret messages and to respond 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 to keep people informed

- **Teamwork**
 - Works collaboratively with colleagues and supervisors to achieve organizational goals
 - Solicits input and genuinely values others' ideas and expertise
 - Places team agenda before personal agenda
 - Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect her/his personal position
 - Shares credit for team accomplishments and accepts joint responsibility for team shortcomings
- **Planning& Organizing**
 - Develops clear goals that are consistent with section's strategies
 - Identifies activities and assignments and adjusts priorities, as required
 - Allocates appropriate amount of time and resources to complete work
 - Foresees risks and allows for contingencies when planning work
 - Uses time efficiently
- **Accountability**
 - Takes ownership of assigned responsibilities and honours commitments
 - Delivers assignment within prescribed time, cost, and quality standards
 - Works in compliance with organizational regulations and rules
 - Supports the work of colleagues and supervisors

Qualifications and Experience

Education: High School Diploma or equivalent and a combination of experience and/or training in Office Administration.

Work Experience: A minimum of four (4) years of relevant experience in Office Administration is required.

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-SUB-PAS-13-2140 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**