United Nations Nations Unies

United Nations Mission in Liberia (UNMIL)

Advertisement - Vacancy Announcement- Internal/External

Vacancy#: UNMIL-SUB-CSD-ENG-17-001	**Deadline: 25 June 2017**
Post Title: Information Management unit **(Five Positions)**	**Level: ICs**
Organizational Unit: Engineering Section	**Location:** Monrovia
Initial Appointment: Initial Six (6) Month subject to funding of the post and satisfactory performance.	**IMIS Post#:**
	Indicative Minimum Annual Gross Salary: **USD**
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.**	

Description of Main Duties:

The position is located in the United Nations Mission in Liberia. The incumbent works under the direct supervision of the Supervisor of Information Management within the Engineering Section:

Responsibilities:

The Information Management Assistant will be responsible for:

- Supports the Archives and Records Management Unit; ensuring that records are properly stored, safe-guarded and available for reference by authorized staff members;
- Arrange and assist with transfers of records from UNMIL offices to the Record center, and provide retrieval services for UNMIL Staff.
- Process new acquisition of records in accordance with the PORS and ARMS guidelines, ensuring that transferred records meet the required standards and are stored securely,
- Implement records disposal procedures by liaising with relevant section coordinators to ensure that the disposed records are guided by the organization retention schedule, in support of disposition decisions

Profile Requirements:

a) **Qualifications, skills, experience**:

- **Education:** A minimum education to read and write;
- **Experience:** A minimum of 1 year practical experience in assets management;
- **Languages:** Ability in spoken and written English is a requirement;

b) **Competencies and values:**

- **Planning and Organizing:** Ability to manage a large volume of work in an efficient and timely manner, ability to work under pressure, with conflicting deadlines.
- **Teamwork and respect for diversity**: Ability to establish and maintain effective partnerships and respect for diversity and gender;

- **Communication**: Proven interpersonal skills; good spoken and written communication skills.

Preference will be given to equally qualified women candidates.
Completed detailed applications documentation as specified above referring to
Vacancy# UNMIL-SUB-CSD-ENG-17 - should be forwarded to the attention of:
Human Resources Management Section, UNMIL Logistic Base, Star Base, Monrovia