United Nations Nations Unies

United Nations Mission in Liberia
(UNMIL)

Advertisement - Vacancy Announcement- Internal/External

Vacancy#: UNMIL-SUB-CSD-ENG-17-003	**Deadline: 20 June 2017**
Post Title: Team Assistant **(One Position)**	**Level: ICs**
Organizational Unit: Engineering Section	**Location:** Monrovia and Sectors
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:

Under the direct supervision of the Unit Chief and the overall supervision of the Chief Engineer and with specific instruction, the incumbent will perform as follows:

- Prepare monthly attendance reports and leave request for International, UNV and Local through the matrix system and follow up with Personnel Section as appropriate.
- Prepare Movement of Personnel (MOP) for both International and Local Staff travelling within and out of the mission area and follow up with DMS's office for approval.
- Preparation of document / files for Chief Engineering use during meetings briefings etc.
- Prepare and submit requests for the section stationary, furniture and equipment through the e-request system from Supply and CITS warehouses for units within the section and maintain adequate stock.
- Prepare minute for engineering section meeting and distribute as directed.
- Assist staff with other administrative related issue, for example assist them entering their correct personal information into UMOJA System.
- Perform other functions as assigned by the supervisor.

Profile Requirements:

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

- **Education:** High school diploma or equivalent is required;
- **Experience:** A minimum 2 year experience in administrative field ;
- **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