

**United Nations Mission in Liberia
(UNMIL)**

Advertisement - Vacancy Announcement- Internal/External

Vacancy#: UNMIL-SUB-CSD-ENG-17-012	Deadline: 25 June 2017
Post Title: Water Dispenser Assistant (02 Positions)	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/Sector Engineer and the overall supervision of the Chief Engineer and with specific instruction, the incumbent will perform as follows:

- Responsible for executing Dispenser Cleanings.
- Ensure personal productivity and service quality.
- Ensure customer satisfaction through direct customer interaction.
- Up-sell additional products and charge fees as appropriate.
- Provide Cleaning Service on dispensing equipment per field service standards and procedures.
- Ensure all work is performed to quality standards and customer expectations.
- Maintain courteous, professional contact with customers to ensure satisfaction.
- Meet pre-established productivity targets (Ex: 10-15 pieces of equipment serviced per day).
- Perform any other duty as may be assigned by Unit Chief/Sector Engineer.

Profile Requirements:

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

- **Education:** A minimum education to read and write;
- **Experience:** A minimum of 1 year practical experience in installations with the trouble shooting of the control wiring circuit.
- **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**

