

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

Vacancy Announcement- Internal/External

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Vacancy#: UNMIL-DMS-DDMS-HRMS -17-0001	Deadline: 08 September 2017
Post Title: Administrative Assistant (Four positions)	Level: IC
Organizational Unit: HRMS	Location: Monrovia
Initial Appointment: Initial four (4) months subject to operational requirements and satisfactory performance	IMIS Post
Indicative Minimum Four Months Net Salary: undisclosed	
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 Management 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.	

Under the direct supervision of the Chief, Human Resources Management Section following are the duties and responsibilities:

- Keep records of materials filed or removed, using logbooks or computers.
- Add new material to file records, and create new records as necessary.
- Perform general office duties such as typing, operating office machines, and sorting mail.
- Track materials removed from files in order to ensure that borrowed files are returned.
- Gather materials to be filed from Units and seniors employees.
- Sort or classify information according to guidelines such as content, purpose, user criteria, or chronological, alphabetical, or numerical order.
- Find and retrieve information from files in response to requests from authorized users.
- Scan or read incoming materials in order to determine how and where they should be classified or filed.
- Place materials into storage receptacles, such as file cabinets, boxes, bins, or drawers, according to classification and identification information.
- Assign and record or stamp identification numbers or codes in order to index materials for filing.
- Answer questions about records and files.
- Modify and improve filing systems, or implement new filing systems.
- Perform periodic inspections of materials or files in order to ensure correct placement, legibility, and proper condition.
- Eliminate outdated or unnecessary materials, destroying them or transferring them to inactive storage according to file maintenance guidelines and/or legal requirements.
- Enter document identification codes into systems in order to determine locations of documents to be retrieved.
- Operate mechanized files that rotate to bring needed records to a particular location.
- Design forms related to filing systems.
- Retrieve documents stored in microfilm or microfiche and place them in viewers for reading.
- Perform other related functions as per the directive of the Chief Human Resources Officer and Human Resources Officers.
- Should know how to drive and a valid Liberian license, UNMIL driving test is desirable.
- Attending telephone calls and takes messages.
- Supervise by Archiving Focus Point for HRMS.
- Perform other related administrative duties, as required by CHRO and HRO.

QUALIFICATIONS/COMPETENCIES REQUIRED:

Education: High school or equivalent diploma

Experience: Several years of experience within NGOs, Private entities and the UN system in the field of archiving/administrative services or other related fields is an advantage.

Competencies:

Contribute to the effectiveness and efficiency of the office by providing administrative support and specialized assistance to more senior staff in the assigned areas of the responsibility. Initiative and willingness to learn new skills.

Professionalism- Basic knowledge of the UN system, staff rules and regulations as well as administrative policies and practices.

Integrity - Ability to establish and maintain effective partnerships and harmonious working relations in a multi-cultural environment with sensitivity and respect for diversity and gender.

Team work - Good interpersonal skills: ability to work in a multi cultural, multi-ethnic environment with sensitive and respect for diversity

Preference will be given to equally qualified women candidates.

Completed detailed applications documentation as specified above referring to

Vacancy # UNMIL-DMS-DDMS-HRMS-16-0001 should be forwarded to the attention of: UNMIL Individual Contractors and Consultants RECRUITMENT UNIT, HUMAN RESOURCES MANAGEMENT SECTION, UNMIL Headquarters, Star Base, HRMS Building, Monrovia