



Vacancy Announcement- Internal/External

Vacancy#: UNMIL-SUB-PIO-18-004	Deadline: July 28, 2017
Post Title: Team Assistant - One (1) position	Level: IC
Organizational Unit: Public Information Section – UNMIL Radio	Location: Monrovia
Initial Appointment: Initial one (1) year subject to funding of the posts and satisfactory performance	IMIS Post #:
Indicative Minimum Annual Gross Salary:	
<p>UNMIL invites qualified external/internal applicants to apply for the position highlighted above. Applicants are requested to complete form P11 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 P11 forms will not be processed.</p> <p>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.</p>	

Description of Main Duties:

Under the general supervision of the Head of UNMIL Radio, Public Information, the incumbent shall be responsible for the following duties:

- Liaise with Sector PI officers and UNMIL Radio for the reproduction of specific programmes including press conferences to be re-broadcast by Community Radios Stations.
- Assist in packaging and distributing various internal and external publication materials
- Oversee and ensure the timely distribution of PI Products
- Updates and maintains accurate record of distribution lists
- Create and maintain tracking/inventory system for PI Stock;
- Assist in managing the required office supplies such as stationery materials and other resources;
- Establish an effective system for requesting transport services in the office which includes advance notice to allow for scheduling of drivers without causing any scheduling conflict, delays or request not met
- Performs a variety of administrative duties (arranging and taking minutes of meetings, preparing and/or processing administrative requests/documents (e.g. Supply Request, e- MOP, CMR etc.).
- Draft responses to some correspondence and communications.
- Maintains files (both paper and electronic) and databases for work unit.
- Take delivery of letters and other related documents from UNMIL mail and pouch, UN Organizations, Governmental Officials, Diplomatic missions and the Media and ensure they are delivered to appropriate individuals.
- Sort, tag and file newspapers for the CPIO on daily basis.
- Assist with producing near verbatim transcript of Press briefing
- Assist the International Administrative Assistant in maintaining calendar/schedules of the Chief of Public Information
- Performs other related work as required

Competencies:

- **Professionalism** – Knowledge of general office and administrative support including administrative policies, processes and procedures. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.
- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds 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 and keeping people informed.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **Client Orientation:** Considers all those to whom services are provided to be “clients” and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.
- **Technological Awareness:** Keeps abreast of available technology; understands applicability and limitation of technology to

the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

Qualifications and Experience:

Education: High school diploma or equivalent.

Experience: Experience in general office support or related area is desirable.

Language: English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of another official United Nations language is an advantage.

NOTE: CANDIDATES WHO HAVE APPLIED PREVIOUSLY SHOULD RE-APPLY

Completed detailed applications documentation as specified above referring to
Vacancy - should be forwarded to the attention of:
Human Resources Management Section, UNMIL Logistic Base, Star Base, Monrovia