

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

Vacancy Announcement- Internal and External

Vacancy#: UNMIL-SUB-DSRSG-RoL-OPC-16-2273	Deadline: 30 December 2016
Post Title: Administrative Assistant (1 Position)	Level: GL-5
Organizational Unit: Office of the DSRSG-RoL-OPC	Location: Monrovia
IMIS Post #: 57681	Gross Salary: US\$13,633.00
Initial Appointment: Three months effective 01 January thru 31 March 2017. Staff member may be extended based on funding, satisfactory performance and mission's mandate.	
UNMIL invites qualified external/internal applicants to apply for the position highlighted above. Applicants are requested to complete form P.11 available at UNMIL Personnel Office and attach copies of the following: Proof of Liberian nationality (Birth certificate/Passport), educational certificates and reference letters from previous employers. Incomplete P.11 forms will not be processed. Please note that you can also apply 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 UNPOL Chief of Staff, with additional guidance and direction from the Special Assistant to the Police Commissioner, the incumbent will perform the following tasks in the front office of UNPOL Chief of Staff:

- Focal point for archiving (major assignment) in the UNPOL Chief of Staff office.
- Focal point for Comet in the Chief of Staff office.
- File documents digitally and manually, update new arrivals records digitally and manually and update folders and labels accordingly.
- Assist the Team Leader at the Induction Training Unit (ITU) for new arrivals induction trainings and ensure the ITU is up to date and stationaries are well managed.
- Assist in the management of new arrival information by screening and responding to request for information and through overall data management;
- Organization and coordination of maintenance of office space/work stations and store room.
- Draft routine correspondence to respond to enquires in respect to relevant administrative, financial and personal matters;
- Screen and prioritize all incoming correspondence and submit issues requiring urgent attention;
- Prepare request for monthly logistics supply for the UNPOL chief of Staff office;
- Handle check-in and check-out responsibilities for UNPOL Personnel office in the absent of responsible officer;
- Keeping, updating chief of staff dairy and remind him of meetings.
- Responsible for new arrivals (UN Police Officers) check-in for the issuing of ID cards, prepare documents for MSA and Personnel Office and liaise with DHL for new arrivals luggage.
- Make request for Blue Equipment for new arrivals.
- Raise e-Requests to CITS/GITTs, Engineering and Supply sections of services and equipment, as required.

- Formatting and proofreading of administrative correspondence from the section.
- Perform other tasks as requested by the COS or Chief of Personnel.
- Other duties to be assigned by the Supervisor.

Knowledge and skills required

- Records Management procedures
- Correspondence log procedures
- E-request system for MOPs, AMRs & CMRs, Supply, CITS and Engineering Support Services
- FSS-Leave and time monitoring system
- Knowledge of UMOJA functions process will be an added advantage
- In possession of a driver's license is highly desirable.

Work Implies frequent interaction with the following:

Primarily with staff within the UNPOL Component and Sections of RoL Pillar in addition to considerable coordination with all segment of Mission Support Division.

Results Expected:

Contribution to the effectiveness and efficiency of the UNPOL Chief of Staff by providing administrative support and specialized assistance to more senior staff in the assigned areas of responsibility. Staff member is required to maintain a high level of confidentiality as he/she deals with a great deal of correspondence and communications related to the Mission's day to day functions. Lack of attention, breach of confidentiality would endanger the Mission's operations.

Competencies:

- Professionalism:** Ability to perform a broad range of administrative functions, human resources, database management, etc. Ability to apply knowledge of various United Nations administrative, financial and human resources rules and regulations in work situations,. 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. Commitment to support the implementation of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work. Commitment to continuous learning is a requirement in order to keep abreast of new developments in own occupation/profession to improve on already existing skills and to learn new skills as and when required.
- 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.
- 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.

Qualifications:

Education: High School diploma or equivalent

Experience: A minimum of five (5) years of experience in administrative services, Finance, Accounting, Audit, Human

Resources or related area.

Language: English and French are the working language 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.

Preference will be given to equally qualified women candidates.

Completed detailed applications documentation as specified above referring to

Vacancy #: UNMIL-SUB-DSRSG-RoL-OPC-16-2273 should be forwarded to the attention of:

Team I, Human Resources Management Section, Star Base – Room 5