

United Nations Mission in Liberia
(UNMIL)

Vacancy Announcement- Internal

Vacancy#: UNMIL-SUB-JAOC-16-0001	Deadline: 31 August 2016
Post Title: Administrative Assistant (1 Position)	Level: GL-5
Organizational Unit: Joint Analysis & Operations Centre (JAOC)	Location: Monrovia
IMIS Post #: 50286	Gross Salary: US\$13,633.00
Initial Appointment: Up to 31 December 2016 and renewable subject to funding and extension of UNMIL's mandate as well as operational requirements and satisfactory performance	
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 Chief Joint Analysis & Operations Centre, the Incumbent will largely be responsible for performing administrative duties relevant to the Section. These duties encompass administrative functions which include, but are not limited to:

- Respond to enquiries and provide information and advice to staff regarding the administrative procedures, processes and practices, and entitlements under the Staff Rules and Regulations;
- Initiate, review, process and follow-up on actions related to the administration of the unit's human resource activities, e.g., recruitment of staff, consultants and UNV, performance appraisal of staff members, training, etc. ensuring consistency in the application of UN rules and procedures;
- Respond to enquiries and provide information and advice to staff regarding the administrative procedures, processes and practices, and entitlements under the Staff Rules and Regulations;
- Oversee the maintenance of the section vacancy announcement files and keep track of status of all current vacancy announcements;
- Maintain and monitor the section staffing table and prepare relevant statistical data and charts as required. Budget and Finance;
- Assist JAOC staff member in processing of Separation procedure and check out with HRMS accordingly;
- Assist in the preparation and review of financial and human resource proposals and consolidate the budget and work programme with respect to the field mission's budget, trust funds, grants and procurement;
- Assist in the preparation of budget performance submissions and in the finalization of budget performance reports
- Draft routine correspondence to respond to enquiries in respect to relevant administrative, financial audit and personnel matters; schedule meetings and appointments; maintain files of administrative instructions and other rules and regulations;
- Receive, record and process MOP requests and correctly in accordance with SOPs;
- Review and list all documents for signature of the CJAOC, submit for signature and properly tracked and file;
- Perform other related administrative duties, as required e.g., operational travel plan for unit/section; attendance and leave recording; physical space allocation plans and the identification of office technology needs and maintenance of equipment, software and systems, assist with the organization and coordination of seminars, conferences and translations;
- Monitor transport provision, including servicing, repair and refueling;
- Other duties as assigned by the CJAOC;

Essential competencies for the candidates of this post include:

Competencies:

- Professionalism** – Ability and experience across a broad range of administrative functions, e.g., budget/ work program, human resources, etc. Knowledge and application of the UN systems, staff rules and regulations. Shows pride in work and in achievements, are conscientious and efficient in meeting commitments, observing deadlines and achieving results; remain calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all area of work;

- Planning and organizing** - Very effective organizational skills and ability to establish priorities, plan, co-ordinate and monitor own work. Ability to work under pressure and cope with strict deadlines;
- Commitment to Continuous Learning** - Initiative and willingness to learn new skills;
- Technological Awareness** - Solid computer skills, including proficiency and in-depth knowledge of various computer applications as they relate to office management. Proficiency in various spreadsheet and word processing applications including Word and Excel is a must;
- Communication** - Good written and spoken communication skills; ability to write in a clear and concise manner and to provide detailed explanations orally.
- Teamwork** - Good interpersonal skills; ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;

Qualifications and Experience:

- High School Certificate/Diploma or equivalent is essential
- Minimum 5 years of progressively relevant work experience within the United Nations system or in the private sector at the national or international level;
- Thorough working knowledge and experience in secretarial, recordkeeping and other office administration is essential.

**Preference will be given to equally qualified women candidates.
Completed detailed applications documentation as specified above referring to
Vacancy #: UNMIL-SUB-JAOC-16-0001 should be forwarded to the attention of:
Team I, Human Resources Management Section, Starbase,
Pan African Plaza, Tubman Boulevard, Monrovia**