

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

Vacancy Announcement- Internal Only

Vacancy#: UNMIL-SUB-PAS-16-2251	Deadline: 10 March 2016
Post Title: Team Assistant (1 Position)	Level: GL-4
Organizational Unit: Political Analysis Section	Location: Monrovia
IMIS Post #: 57675	Gross Salary: US\$12,862.00
Initial Appointment: One year 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 supervisor and overall guidance of the Office of Mission Support Regional Office, the Incumbent will largely be responsible for performing the tasks that involve the day-to-day office routine activities in the Section. The tasks encompass both administrative and technical functions. Specific duties include the following (not exhaustive and subject to revision depending on the staff availability and seasonal nature of tasks in the section. He/She is expected to perform the following duties:

- Assist the supervisor/Chief of Section in the management of operational aspects of the MOP/CMR processing;
- Receive, record and process MOP/CMR requests and correctly directing requesting organizations to appropriate authorizer in accordance with the SOPs;
- Raise e-requests for office equipment and supplies, follow-up delivery to the section, handle request for maintenance of equipment and facilities in the Section and ensuring that all staff members have the required office materials/supplies;
- Monitor attendance of staff in the Section using the Matrix System and maintain the necessary records, including leave return reports, ensuring that all the paper works are completed on time;
- Monitor transport provision, including servicing, replacement parts and refueling;
- Provide guidance and support to administrative clerk towards the efficient functioning of the Section;
- Facilitates incoming and outgoing correspondences of the Section making sure that the correspondence is properly tracked, filed electronically and/or in hard copy;
- Ensures that action documents by the concerned staff member are dispatched in a timely manner to the next destination;
- Distribute the incoming mail and obligation documents (travel/CMR authorization, miscellaneous obligation documents) to the designated staff members and as per duty distributions assigned by supervisor/Chief of Section;
- Other duties to be assigned by the supervisor;

Technical responsibilities:

- Assist in clearing travel authorizations that are related to staff, ensuring that transactions are properly authorized;
- Assist clearing miscellaneous obligations and document the approval of which was secured in previous communications (such as official travel, training, consultancy or other operational activities) making sure that the transactions are properly authorized;
- Follow-up with relevant organizations, UN Agencies and UNMIL sections in relation to MOPs/CMRs;
- Assist in maintaining and updating a database register of authorizers, staff listings, signatories and other organizational details, including programmatic information and locations and other appropriate accreditation;
- Generate reports in relation to MOPs/CMRs as requested;
- Assist requesting organizations with procedural obligations in relation to UNMIL policies and procedures as required;
- Assist in maintaining organized information of the Section to ensure obligations towards accountability and transparency are adhered to;
- Draft outgoing correspondence and interoffice memoranda as assigned by supervisor/Chief of Section, and other duties to be assigned by the supervisor.

Essential competences for the candidates of this post include:

Competencies:

Professionalism

- Thorough knowledge in the use and application of the organization's regulations and rules as well as UNMIL policies and practices; knowledge, skills and ability to extract, interpret, analyze and format data across the full range of administrative functions. Demonstrated use of initiative and ability to make appropriate linkages in work processes and anticipate next steps;

Planning and Organizing

- Very effective organizational skills and ability to establish priorities and to plan, co-ordinate and monitor own work plan; Ability to work under pressure and cope with 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 procedures. Proficiency in various spreadsheet and word processing applications;

Teamwork

- Good interpersonal skills; ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;

Communication

- Good written and spoken communication skills; ability to write in a clear and concise manner and to provide detailed explanations orally.

Qualifications and Experience:

Education and Experience

- High School Certificate/Diploma or equivalent is essential
- Minimum 4 years of progressively relevant work experience within the United Nations system or in the private sector at the national or international level;
- Adequate knowledge and experience in secretarial, recordkeeping and other office administration is an added advantage

Languages

- Fluency in oral and written English.
- Fluency in one or more local languages is essential

Preference will be given to equally qualified women candidates.
Completed detailed applications documentation as specified above referring to
Vacancy #: UNMIL-SUB-PAS-16-2251 should be forwarded to the attention of:
Team I, Human Resources Management Section, UNMIL Headquarters, 7th Floor, Room # 706K
Pan African Plaza, Tubman Boulevard, Monrovia