


United Nations Nations Unies

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

Vacancy Announcement- Internal and External

Vacancy#: UNMIL-SUB-PAS-16-2254	Deadline: 05 September 2016
Post Title: Team Assistant (1 Position)	Level: GL-3
Organizational Unit: Political Affairs Section	Location: Monrovia
IMIS Post #: 57365	Gross Salary: US\$10,289.00
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:

Under the overall supervision of the Chief of Section and within the limits of delegated authority, the incumbent will be responsible for, but not limited to the performance of the following duties:

- Provide general administration support services to the Section;
- Handle mission documents appropriately; follow up on necessary actions, and print, photocopy, scan as required; deliver soft and hard copies in a timely and consistent manner;
- Place and screen telephone calls, answer queries and receive visitors;
- Manage the required office supplies such as stationery materials and other resources; follow up on delivery;
- Handle requests for maintenance of equipment and facilities;
- Receive and register all incoming correspondences, and forward as appropriate for action;
- Carry out other official errands outside UNMIL HQ as requested;
- Provide logistic support, including driving services; ensure minimal maintenance of vehicles;
- Perform any other administrative duties as tasked or required.

Competencies:

Professionalism: Knowledge in the use of and application of the organization's regulations and rules, as well as UNMIL policies and practices; good communication skills in oral and written English to provide and obtain information and services; discretion, tact and sound judgement in dealing with sensitive issues; ability to identify clients' needs and appropriate solutions;

Planning and Organizing: Ability to identify activities and assignments, and adjust priorities as required; effective organizational skills and ability to deliver assignments in a timely manner and use time efficiently

Commitment to continuous learning: Initiative and willingness to learn new skills

Communication: Good communication skills (spoken and written), ability to listen to others attentively to interpret messages and to respond appropriately

Teamwork: Excellent interpersonal communication/relation skills; ability to work in a team, and establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Qualifications and Experience:

Education: High School Diploma or equivalent required. Valid driver's license.

Work Experience: A minimum of three (3) years of relevant experience in the field of Administration is required.

Languages: Fluency in oral and written English

**Preference will be given to equally qualified women candidates.
Completed detailed applications documentation as specified above referring to
Vacancy #: UNMIL-SUB-PAS-16-2254 should be forwarded to the attention of:
Substantive Team, Human Resources Management Section, UNMIL – Star Base, Room #5**