

United Nations Mission in Liberia

(UNMIL)

Vacancy Announcement- Internal Only

Vacancy#: UNMIL-DMS-SC-PMS-16-2277	Deadline: 23 June 2017
Post Title: Team Assistant (1 Position)	Level: GL-4
Organizational Unit: Claims and Property Survey Unit	Location: Monrovia
Gross Salary Per Annum: US\$12862.00	IMIS Post #: 57667
Initial Appointment: Temporary Assessment	

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/ Passports), educational certificates and reference letters from previous employers. Incomplete P.11 forms will not be processed. **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 Chief Property Management, the staff member is responsible for carrying out the following duties:

- Reviewing all documentation received from various parts and sections of UNMIL such as UNMIL Security, Police, Board of Inquiry, Provisional Condemnation Certificates, Damage Discrepancy Reports, about losses, shortages, damage overages, unserviceability and other irregularities, etc. for property maintenance or write-off purposes.
- Periodic checking of the GALILEO Write-off Disposal Module for approved Provisional Condemnation Certificates and/or Write-off Requests received in order to initiate PSB and LPSB action. Take part on Board of Surveys for write-off assets.
- Checking with Asset Managers on various assets for which additional information is required to initiate PSB/LPSB action.
- Following-up with UN Security Office (SIU) for additional information when required on traffic accident cases and/or loss/theft of UNMIL property.
- Drafting and preparing PSB cases (write-offs for loss, theft, wear and tear, surplus, sale, traffic accident and for damage) of UNMIL assets to be presented to the Local Property Survey Board.
- Assisting in preparing the necessary documentation and case files for LPSB meetings and the relevant minutes.
- Preparing correspondence for Unit Chief's approval, advising all concerned of the LPSB's decision, and assisting in preparing "SB" cases for forwarding to HPSB-UNHQ, New York for approval.
- Filing/updating all Claims and Property Survey case files as required.
- Maintaining/updating the database for Claims and Property survey cases in a timely manner to correctly reflect the status of cases at any time
- Attending to the Unit's role in clearing UNMIL personnel that are checking out of the mission.
- Preparing quarterly and semi-annual reports of "AW" cases.
- Compiling copies of LPSB Minutes for submission to UNHQ on a semi annual basis as required by the UNMIL Delegation of Authority.
- Assisting in preparing cases for the Local Claims Review Board (LCRB) and for 3rd Party insured claims, when necessary.

- Carrying out any other duties as may be assigned by the Supervisor and the Chief, Claims and Property Survey Unit.

Competencies:

- **Professionalism:** Ability to apply various United Nations rules and regulations in work situations. Conceptual analytical and evaluative skills to conduct independent research and analysis. Ability to identify issues, formulate opinions, make conclusions and recommendations. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **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.
- **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.
- **Technology Awareness –** Working knowledge of computer hardware and software programs applicable to the service.

Qualifications and Experience:

- **Education:** High School certificate/diploma or equivalent.
- **Experience:** At least 5 years of experience in administrative services or related area preferably in the United Nations or other international organizations if possible. Familiarity with the United Nations Rules and Regulations, Property Management Manuals and Policy documents is an added advantage. Experience on Claims and Property Survey is desired.
- **Languages:** 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-DMS-SC-PMS-16-2277 should be forwarded to the attention of:
UNMIL Recruitment Unit, Human Resources Management Section, Star Base – Room 5