

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

Advertisement - Vacancy Announcement- Internal/External

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| Vacancy#: UNMIL-SUB-SRSG-COS-17-009 | Deadline: 10 July 2017 |
| Post Title: Office Assistant (One Position) | Level: IC (at G-3 Level) |
| Organizational Unit: SRSG Office | Location: Monrovia |
| Initial Appointment: Initial Six (6) Month subject to funding of the post and satisfactory performance. | IMIS Post#: |
| | Indicative Minimum Annual Gross Salary: USD |
| <p>UNMIL invites qualified external/internal applicants to apply for the position highlighted above. Applicants are requested to complete form P.11 available at UNMIL Human Resources Section 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. Please note that you can also apply by email to unmilrecruitment@un.org . Kindly note that applications upon receipt will be reviewed and only short-listed candidates will receive acknowledgement.</p> | |

Description of Main Duties:

Under the supervision of the Personal Assistant to the Chief of Staff, the Office Assistant is expected to assist with the effective operations of the Office of the Special Representative of the Secretary-General (SRSG). This includes the provision of discreet services in an office where absolute confidentiality must be maintained at all times. As such, the Office Assistant is expected to perform the following duties, as appropriate and as directed:

- Provide general clerical support for the Office of the SRSG, including the SRSG, the Chief of Staff, the Special Assistants, the Planning Officer and the Administrative/Personal Assistants.
- Perform appropriate document management functions, including by binding, filing or shredding confidential documents.
- Deliver messages, including confidential messages, to offices and individual staff members within the Mission.
- Assist with incoming and outgoing messages, including confidential messages, by receiving and recording them, and ensuring their immediate transmission to the appropriate staff member.
- Supervise operations of the Third Floor Conference Room and the SRSG's Meeting Room, including by: ensuring that it is continually operational and on stand-by (including by liaising with IT and other offices); by assisting with the preparation and placement of name plates in the conference room for the SRSG's regular and high level meetings; and by setting up equipment, including the public address system and the overhead projector.
- Ensure that office equipment, including printers and fax machines, are appropriately stocked with paper and fully operational.
- Welcome visitors and assist with their movement throughout the building.
- Complete special computer functions and, under the direction of the Administrative Assistants, initiate specialized requests.
- Provide appropriate host services, including the preparation of beverages, for visitors to the SRSG and office staff.
- Supervise cleaning functions to ensure the maintenance of absolute confidentiality.
- Carry out any other appropriate and related activities assigned by office staff.
- Organizing the office and assisting associates to optimize processes
- Sorting and distributing communications in a timely manner
- Creating and updating records ensuring accuracy and validity of information

- Resolve office-related malfunctions and respond to requests or issues
- Ensure the office is properly arranged and clean
- Organizing of files in the office
- Able to use photocopiers and shredder unwanted documents
- Keep track the section stationary, furniture and equipment within the section and maintain adequate stock.
- Perform other functions as assigned by the supervisor.

Profile Requirements:

a) **Qualifications, skills, experience:**

- **Education:** High school diploma or equivalent is required;
- **Experience:** Experience in administration or in front office.
- **Languages:** Ability in spoken and written English is a requirement;

b) **Competencies and values:**

- **Planning and Organizing:** Ability to manage a large volume of work in an efficient and timely manner, ability to work under pressure, with conflicting deadlines.
- **Teamwork and respect for diversity:** Ability to establish and maintain effective partnerships and respect for diversity and gender;
- **Communication:** Proven interpersonal skills; good spoken and written communication skills.

Preference will be given to equally qualified women candidates.
Completed detailed applications documentation as specified above referring to
Vacancy# UNMIL- UNMIL-SUB-SRSG-COS-17-009 should be forwarded to the
attention of: Human Resources Management Section, UNMIL Logistic Base, Star
Base, Monrovia