

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

Advertisement - Vacancy Announcement- Internal/External

Vacancy#: UNMIL-SUB-CSD-ENG-17-003	Deadline: 07 July 2017
Post Title: Office Assistant (One Position)	Level: IC
Organizational Unit: Engineering Section	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 direct supervision of the Admin Assistant, the incumbent will perform as follows:

- 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:** A minimum 2 year experience in administrative field ;
- **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-SUB-CSD-ENG-17 - should be forwarded to the attention of:
Human Resources Management Section, UNMIL Logistic Base, Star Base,
Monrovia