

**United Nations Mission in Liberia
(UNMIL)
Vacancy Announcement – Internal/External
POST OPEN FOR LIBERIAN NATIONALS ONLY**

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| Vacancy#: UNMIL-DMS-DDMS-IMTC-16-2272 | Deadline: 23 December 2016 |
| Post Title: Team Assistant IMTC | Level: GL-4 |
| Organizational Unit: Integrated Mission Training Centre (IMTC) | Location: Monrovia |
| Initial Appointment: Temporary Job Opening. | Indicative Minimum Annual Gross Salary: 12,862.00 |
| | IMIS Post #: 91502 |
| UNMIL invites internal candidates for the position highlighted above. Applicants are requested to complete form P.11 available at UNMIL Human Resources Office and attach copies of the following documents: Proof of Liberian nationality, Birth Certificate/Passport, University degrees 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. | |

Description of Main Duties:

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

- Perform a wide range of office support and administrative functions.
- Respond or draft responses to routine correspondences and other communications; use standard software document processing packages to produce a wide variety of large, complex documents and reports.
- Monitor processes and schedules related to the unit's/sections outputs, products, tasks, etc.
- Assist in researching, compiling and organizing information and reference materials from various sources for reports, work plans, studies, briefings, meetings / conferences, etc.
- Assist in the generation of a variety of reports, work orders, etc., using various databases.
- Assist the supervisor in reviewing documents and edit texts for accuracy, grammar, punctuation and style, and for adherence to established standards for format.
- Provide secretarial, administrative and logistics support to meetings, boards, committees, conferences, etc.
- Assist in the preparation of presentation materials using appropriate technology / software.
- Maintain calendar/schedules; monitor changes and communicate relevant information to appropriate staff inside and outside the immediate work unit/section.
- Perform data entry functions
- Review, records, distribute and / or process mail and other documents; follow – up on impending actions.
- Perform general administrative tasks (e.g. Leave and attendance recording, arrangements for meetings and other events, reservations, budget follow-up, etc.), to include preparing and/or processing administrative requests/documents (e.g. requisitions, purchase orders, travel requests, contracts, expenditure authorizations, visa applications, etc.).
- Maintain files (both paper and electronic) and databases for work unit/section.
- Operate and maintain a variety of office equipment in the performance of basic office functions, e.g. photocopier, facsimile, printer, scanner, etc.
- Prepare, implement and report on the Mission Training Budget
- Performs other duties as assigned.

Competencies:

- Professionalism:** Demonstrated technical knowledge of all aspects of training and development, with proven coordination, liaison, research and analytical skills identifying issues, formulating options and making conclusions and recommendations; commitment to implementing the goals of gender equality by encouraging equal participation and full involvement of women and men in all aspects of peace operations. 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. Commitment to implementing the goal of

gender equality by ensuring the equal participation and full involvement of women and men in all aspects 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.
- Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- 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.

Qualifications and Experience:

Essential

- High School Diploma.
- 3-5 years experience working in administration preferably in the area of human resources development including organizing / coordinating courses, meetings and events.
- Demonstrated ability to use a personal computer and Microsoft Word processing, data bases and spreadsheets.
- Must enjoy working and be able to work and communicate effectively, in a team and with a wide variety of local and international staff.
- Must be able to work in a very busy environment and maintain good relationships with clients.
- Ability to work with minimal supervision.

Desirable:

- Prior experience working with an International organization or training organization.
- Some experience in training / teaching.

Languages:

- Fluency in spoken and written English is required.

Preference will be given to equally qualified women candidates.
Completed detailed applications documentation as specified above referring to
Vacancy number: UNMIL-DMS-DDMS-IMTC-16-2272 be forwarded to the attention of: UNMIL Recruitment Unit,
Human Resources Management Section, Star Base, Bushrod Island, Monrovia-Liberia.