

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

Vacancy Announcement – Internal/External - REVISED

POST OPEN FOR LIBERIAN NATIONALS ONLY

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| Vacancy#: UNMIL-DOA/DMS/DS-15-2017 | Deadline: 29 June 2017 |
| Post Title: Administrative Assistant – Technical Documentation and Records (One Position) | Level: GS-5 |
| Organizational Unit: Integrated Mission Training Centre (IMTC) | Location: Monrovia |
| Initial Appointment: Initial seven (07) months subject to operational requirements, availability of funds and satisfactory performance. | Indicative Minimum Annual Gross Salary: |
| | IMIS Post: 57602 |
| 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 direct supervisory of Chief Technical Compliance & Quality Assurance (TCQA) Unit. the Team Assistant will perform the following responsibilities:

- a) Receive Aircraft Use Reports (AUR), check and process on a daily basis all mission aircraft from service providers/contractors and file all hard copies of AURs on a monthly basis.
- b) Aircraft Use Reports (AUR) data entry for both commercial and UAU military aircraft is done accurately and accompanying documentation in accordance with UN requirements.
- c) Prepare and submit joint categorized Aircraft and Passenger report on a monthly basis.
- d) Prepare monthly hours Statistics Report for contracted Aircraft (budgeted, remaining and actual flight hours) for onward submission to Planning and Scheduling Unit.
- e) Prepare, and compile monthly certified flight hours report for commercial and military aircraft.
- f) Prepare, compile, process and submit Air Transport Section Monthly Aviation report to include Aviation Information Management Suite (AIMS) extract report, Key Performance Indicators (KPI) to Chief TCQA for review by latest 5th of every succeeding month.
- g) Prepare and submit on a monthly basis statistics for DMS' report, check actual flight schedule on a daily basis and select special flight in support of other mission, UN Agencies or other Organization, which forms part of the DMS monthly report.
- h) Ensure data entry for fuel receipts for commercial and military Aircraft.
- i) Receive invoices, receipts and other documents from contractors, check that all required documents are submitted and forwarded to the Aviation Budget sub-Unit.
- j) Verify and ensure that documents (fuel slip, passenger and cargo manifest, Air Tasking Orders, Air Mission Request) are attached as indicated on Aircraft Use Reports.
- k) Maintain monthly statistics report for the fuel consumption for all UNMIL aircrafts.
- l) Perform any other functions as assigned by the Chief TC&QA unit.

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:

Education: [High School plus diploma in Accounting in Aviation/Air Transportation or equivalent.](#)

Work Experience: At least [three \(3\)](#) years of progressively responsible, related experience [in Aviation and or Air Transportation](#). Experience in [Technical Compliance & Quality Assurance specifically in managing Aircraft Use Reports, preparation of aircraft flight hours and related statistics](#) is essential. Five years' experience is required for persons with only a first degree. Practical knowledge of using computer and [latest Air Transportation/Aviation electronic systems](#) would be an advantage.

Languages: Fluency in spoken and written English is required.

Technology Awareness: Excellent skills in the use of Microsoft Office and other programmes are essential.

Others:

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| <p style="text-align: center;">Preference will be given to equally qualified women candidates. Completed detailed applications documentation as specified above referring to Vacancy number: UNMIL-DOA/DMS/DS/AOPs/-15- should be forwarded to the attention of: UNMIL Recruitment Unit, Human Resources Management Section, UNMIL Headquarters, Pan African Plaza, Tubman Boulevard, 1st Street, Sinkor, Monrovia-Liberia.</p> |
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