

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

Vacancy Announcement- Internal and External

Vacancy#: UNMIL-SUB-PAS-16-2259	Deadline: 23 September 2016
Post Title: Team Assistant (1 Position)	Level: GL-4
Organizational Unit: Political Affairs Section	Location: Monrovia
IMIS Post #: 57675	Gross Salary: US\$12,862.00
Initial Appointment: One year and renewable subject to funding and extension of UNMIL's mandate as well as operational requirements and satisfactory performance	
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/Passport), educational certificates and reference letters from previous employers. Incomplete P.11 forms will not be processed. Please note that you can also apply 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 of the Political Affairs Section and within the limits of delegated authority, the Incumbent will be responsible for, but not limited to, the performance of the following duties:

- Research, compile and organize information and reference materials from various sources for reports, work plans, studies, briefings, meetings/conferences, etc.
- Arrange meetings for Section personnel at the Legislature and other branches of government; liaise with Government protocol assistants and clerks, and deliver and collect correspondence and other documents from the Government; obtain other information as required;
- File and update as required contact details of government officials, civil society representatives, partners;
- Facilitate incoming and outgoing correspondence of the Section making sure that the correspondence is properly tracked, filed electronically and/or in hard copy;
- Respond or draft responses to routine correspondence and other communications;
- Assist personnel in organizing high-level meetings and events; support with travel arrangements;
- Maintain files of rules and regulations, administrative instructions and other related documents;
- Raise e-requests for office equipment and supplies, follow-up delivery to the section, handle request for maintenance of equipment and facilities in the Section and ensure that all staff members have the required office materials/supplies;
- Monitor daily attendance of staff in the Section for preparation of the Monthly Attendance Report;
- Place and screen phone calls, answer queries and receive visitors;
- Maintains calendar/schedules; monitors changes and communicates relevant information to appropriate personnel inside and outside the immediate work unit;
- Carry on other official errands outside of UNMIL HQ as requested;
- Perform any other administrative duties as required;

Competencies:

Professionalism: Knowledge of the organization's overall policies as well as of the basic functioning of the Liberian government; good communication skills in oral and written English to provide and obtain information and services; discretion, tact and sound judgement in dealing with sensitive issues; ability to identify clients' needs and appropriate solutions;

Planning and Organizing: Ability to identify activities and assignments, and adjust priorities as required; effective organizational skills and ability to deliver assignments in a timely manner and use time efficiently;

Communication: Good communication skills (spoken and written), ability to listen to others attentively to interpret messages and to respond appropriately;

Commitment to continuous learning: Initiative and willingness to learn new skills;

Teamwork: Excellent interpersonal communication/relation skills; ability to work in a team, and establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Qualifications and Experience:

Education: High School Certificate/Diploma or equivalent is essential; additional training or education desirable.

Work Experience: Minimum 4 years of progressively relevant work experience within the United Nations system, the private sector or Government in Office Administration is required.

Languages: Fluency in oral and written English

**Preference will be given to equally qualified women candidates.
Completed detailed applications documentation as specified above referring to
Vacancy #: UNMIL-SUB-PAS-16-2259 should be forwarded to the attention of:
Substantive Team, Human Resources Management Section, UNMIL – Star Base, Room #5**