

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

**Vacancy Announcement- External/Internal**

<b>Vacancy#:</b> UNMIL-ISS-ENG-12-2084	<b>Deadline:</b> Monday, 24 September 2012
<b>Post Title:</b> Team Assistant (One Position)	<b>Level:</b> GL-4
<b>Organizational Unit:</b> Engineering Section – Construction and Infrastructure Unit	<b>Location:</b> Monrovia
	<b>IMIS Post #:</b> 61885
<b>Initial Appointment:</b> Initial one (1) year subject to funding of the post and satisfactory performance.	<b>Indicative Minimum Annual Gross Salary:</b> USD 10,900.00
<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 <b>copies</b> of the following: <b>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 <a href="mailto:unmilrecruitment@un.org">unmilrecruitment@un.org</a> . Kindly note that applications upon receipt will be reviewed and only short-listed candidates will receive acknowledgement.</b></p>	

**Organizational Setting and Reporting Relationships:** These positions are located in Units across the organization. The incumbent reports to one or more officers.

**Description of Main Duties:**

**Under the direct supervision of the Chief Construction & Infrastructural Unit, the incumbent is responsible for the following:**

- Performs a wide range of office support and administrative functions.
- Responds or draft responses to routine correspondence and other communications; uses standard word processing package to produce a wide variety of large, complex documents and reports.
- Monitors processes and schedules related the unit's outputs, products, tasks, etc.
- Where applicable, assists in the verification of receipt and accuracy of requisite documents, approvals, signatures, etc. to ensure compliance with relevant legal, financial and other requirements.
- Researches, compiles and organizes information and reference materials from various sources for reports work plans, studies, briefings, meeting/conferences. Etc.
- Generates a variety of standard statistical and other reports, work orders, etc., using various databases.
- Proofreads documents and edits texts for accuracy, grammar punctuation and styles, and for adherence to established standards for format.
- Screens phone calls and visitors; responds to moderately complex information requests and inquiries (e.g. answers requests requiring file search, etc.), and necessary, refers inquiries to appropriate personnel for handling.
- Provides secretarial, administrative and logistics support to meetings, boards, committees, conferences, etc.
- Assists in the maintenance of websites by scanning, converting and posting a variety of documents onto the site.
- Assists in the preparation of presentation material using appropriate technology/software.
- Maintains calendar/schedules; monitors changes and communicates relevant information to appropriate staff inside and outside the immediate work unit.
- Performs data entry and extraction functions.
- Review, records, distributes and/or processes mail and other documents; follows-up on impending actions.
- Updates and maintains large distribution lists, monitors, prepares and distributes various materials, reports where possible using electronic formats; handles arrangement for printing and translation as necessary; coordinates shipment arrangement, courier services.
- Performs general administrative tasks (e.g. leave and attendance recording, arrangements for meetings, and other events, reservations, budget follow-up.), to include preparing and /or processing administrative requests/documents (e.g. requisitions, purchase orders, travel requests, and contracts.
- Maintains files (both paper and electronic) and databases for work unit.
- Assists in providing software and office equipment support.
- Provides guidance to less experienced staff on general office processes and procedures, computer application, etc.
- Performs other duties as assigned.

**Competencies:**

**Professionalism:** Knowledge and ability to serve and repair various vehicles. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas 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.

**Accountability:** Takes ownership of all responsibilities and honors commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

**Creativity:** Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks "outside the box"; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.

**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.

**Commitment to Continuous Learning:** Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.

**Technological Awareness:** Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

**Qualifications and Experience:**

- **Education:** High school diploma or equivalent.
- **Experience:** Minimum of four (4) years of progressively work experience in general office support in administration. Administrative experience within engineering is an asset.
- **Languages:** Fluency in spoken and written English is essential.
- **Others:** Knowledge and experience in secretarial, record keeping and office administration.

**Preference will be given to equally qualified women candidates.**

**Completed detailed applications documentation as specified above referring to**

**Vacancy # UNMIL-ISS-ENG-12-2084 should be forwarded to the attention of:**

**UNMIL Recruitment Unit, Human Resources Management Section, UNMIL Headquarters, 7<sup>th</sup> Floor, Room # 705F  
Pan African Plaza, Tubman Boulevard, Monrovia**