

Posting Title : TEAM ASSISTANT, G4  
Job Code Title : TEAM ASSISTANT  
Department/ Office : United Nations Mission in the Republic of South Sudan -  
created by GA Resolution 1996 (2011)  
Location : Aweil  
Posting Period : 20 November 2024-19 December 2024  
Job Opening number : 24-ADM-UNMISS-247944-R-Aweil (M)  
Staffing Exercise : N/A

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**United Nations Core Values: Integrity, Professionalism, Respect for Diversity**

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### **Org. Setting and Reporting**

This position is located within Office of the FAO, Accommodation Management Unit of the United Nations Mission in South Sudan (UNMISS), Aweil. The incumbent will report to the FAO Aweil through Administrative Assistant.

### **Responsibilities**

General Administration:

- Performs a wide range of office support and administrative functions in the O/FAO.
- Responds or drafts responses to routine correspondence and other communications; uses standard word processing package to produce a wide variety of large, complex documents and reports.
- Assists in the verification of receipt and accuracy of requisite documents, approvals, signatures, etc. to ensure compliance with relevant HR, financial and other requirements.
- Proofreads documents and edits texts for accuracy, grammar, punctuation and style, and for adherence to established standards for format, related to meeting minutes and various reports.
- Screens phone calls and visitors; responds to moderately complex information requests and inquiries (e.g. answers requests requiring file search, etc.), and as necessary, refers inquiries to appropriate personnel for handling.
- Manage usage of conference rooms, provides administrative support to meetings, committees, conferences.
- Assists in the preparation of presentation materials using appropriate technology software.
- Maintains files (both paper and electronic), calendar/schedules; monitors change and communicates relevant information to appropriate staff. Performs data entry and extraction functions.

- Reviews, records, distributes and/or processes mail and other documents; follows-up on impending actions.
- Performs general administrative tasks (e.g. leave and attendance recording, arrangements for meetings and other events, etc.), to include preparing and/or processing administrative requests/documents (e.g. requisitions, purchase orders, travel requests, expense reports, staff contracts, etc.)
- Assists with the collection and analysis of data as well as preparation of data presentations and reports for information sharing, responding to queries, knowledge management, planning and decision making.
- Assists with visualizations and updating information material such as web pages or brochures.

#### Accommodation Management Unit:

- Co-ordinate with the stakeholders in preparation of transit and permanent accommodations on daily basis, ensuring check-in process is fast and efficient for all staff members arriving at the Field Office.
- Provide certificates of accommodation for staff checking out and forward the same to respective MHQ recipients for rental deduction purpose, ensuring that permanent check-in/out forms of Uniformed personnel (IUPs) and UN AFPs paying cash are scanned, uploaded to COSMOS on daily basis.
- Ensure all clients area registered in FSS system and update status of accommodation on regular basis for FAO's review.
- Timely approve and action FSS Accommodation requests, provide Accommodation certificates, Invoices and Cash Receipts immediately upon check-out.
- Timely compile accommodation monthly occupancy Report (MOR) for FO Aweil.
- Maintain an inventory of all accommodation furniture, appliances and other supplies, using inventory stock cards, ensuring proper storage of assets inside storage containers.
- Ensure an updated scale of issue form is available in each room.
- Process accommodation furniture and other supplies requests in consultation with FAO.
- Performs other duties as assigned.

### **Competencies**

**Professionalism:** Knowledge of general office and administrative support including administrative policies, processes and procedures. 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. Able to perform analysis, modeling and interpretation of data in support of decision-making.

**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.

### **Education**

High school diploma or equivalent is required.

### **Job Specific Qualifications**

Certificate in general administration, or related field is desirable.

Certificate in MS Office for Outlook, Word, Excel is desirable.

### **Work Experience**

A minimum of three (3) years of relevant work experience in administration, general office support, accommodation and/or facilities management, or related area is required. The minimum year of relevant experience is reduced to one (1) for candidates who possess a first-level university degree or higher.

At least one (1) years of experience in data analytics using MS Office Outlook, Word, Excel is required.

### **Languages**

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required.

### **Assessment**

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

### **Special Notice**

This position is subject to local recruitment pursuant to staff rule 4.4 of the United Nations Staff Rules. All staff in the General Service and related categories shall be recruited in the country or within commuting distance of each office, irrespective of their nationality and of the length of time they may have been in the country. A staff member subject to local recruitment shall not be eligible for the allowances or benefits exclusively applicable to international recruitment.

Extension of the appointment is subject to Extension of the mandate and/or the availability of the funds.

Qualified women that meet the requirements of this job opening are particularly encouraged to apply and will be given full consideration in accordance with the United Nations efforts to increase women participation in its workforce.

This post is located in Aweil. Please note that anyone selected will be required to report for duty in that location on the agreed date and will also be expected to arrange their own accommodations. There is no UN provided accommodation. If the selected candidate is unable to report to the identified Duty Station, the contract will be considered void.

### **United Nations Considerations**

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment.

Reasonable accommodation may be provided to applicants with disabilities upon request, to support their participation in the recruitment process.

By accepting a letter of appointment, staff members are subject to the authority of the Secretary-General, who may assign them to any of the activities or offices of the United Nations in accordance with staff regulation 1.2 (c). Further, staff members in the Professional and higher category up to and including the D-2 level and the Field Service category are normally required to move periodically to discharge functions in different duty stations under conditions established in ST/AI/2023/3 on Mobility, as may be amended or revised. This condition of service applies to all position specific job openings and does not apply to temporary positions.

Applicants are urged to carefully follow all instructions available in the online recruitment platform, inspira, and to refer to the Applicant Guide by clicking on "Manuals" in the "Help" tile of the inspira account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

### **No Fee**

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.