



United Nations Mission in South Sudan  
UNMISS

**RE-ISSUED- INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT**

**NOTE**

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

**VA NO. UNMISS-GS-15-78**

**VA Issuance Date:** 17 August 2015

**Deadline for Applications:** 31 August 2015

The United Nations Mission in South Sudan is seeking qualified candidates for the following post(s):

<b>Title:</b> Information Management Assistant	<b>Grade:</b> GL-4	<b>Region:</b> (Juba (1 post))
<b><i>POST OPEN FOR SOUTH SUDANESE NATIONALS ONLY</i></b>		
<b><i>Female candidates are strongly encouraged to apply</i></b>		

**Duties and Responsibilities:**

Under the overall supervision and guidance of the section Chief/ IMU, the incumbent is expected to perform the following duties:

- Participates in records management projects in UNMISS offices, including preparation of paper based and electronic records for transfer to archival storage.
- Assists in accessioning, disposition, description, and database updating activities as they relate to UNMISS archives and records related projects.
- Liaises with records-originating offices on transfer procedures and documentation; and applies retention schedules and precedents in support of disposition decisions.
- Creates and maintains manual accession records and provides support for archival reference and arrangement and description activities. Creates electronic file lists in preparation for records transfer and arranges for records transportation from offices to non-current storage.
- Oversees internal records retrieval, loan and reproduction operations.
- Provides UNMISS records management systems support including ARMS e-Form records transfer data preparation and entry.
- Assists with end-user training relating to UNMISS record keeping systems. Provides practical and hands-on training to records management focal points in all sections within UNMISS. Assist with any review of training materials and other information sources required by users.

- Prepares correspondence relating to records management activities. Supports external reference services by drafting routine responses to enquiries, including records reproduction transmittals, for approval of Unit Chief.
- Performs clerical duties in support of the Records and Archives Unit including providing support for procurement, budget and other planning activities.
- Provides administrative support for the Unit and Section Chiefs and undertakes other duties as assigned.

### **Competencies:**

#### **Professionalism:**

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.

**Technology Awareness** –Keeps abreast of available technology. Understands applicability and limitations of technology to the work of the office. Actively seeks to apply technology to appropriate tasks. Shows willingness to learn new technology

**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. Demonstrate openness in sharing information and keeping people informed.

### **Qualifications:**

**Education:** High school diploma. Diploma/certificate in Information/Records Management or other related field; computer applications is highly desirable.

**Experience:** At least 4 years of progressive relevant experience in Information/Records Management. Demonstrable experience in information analysis and archiving tools (web forms, digital senders, high volume scanner and email).

**Languages skills:** Fluency in written and spoken English. Knowledge of other South Sudanese national languages would be an advantage.

**Other skills:** Proficiency in the use of information management databases and information management storage and retrieval systems.

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#### **Candidates should submit with their applications the following documents:**

- 1- Cover Letter (letter of motivation or application letter);
- 2- The United Nations Personal History form ([P-11](#))
- 3- Academic Certificate(s) and/or High School/Secondary Diploma;
- 4- Birth Certificate – if not, a combination of (i) Assessment of Age and National Passport or (ii) Assessment of Age and new National ID Card (the Assessment of Age on its own is not acceptable);
- 5- Three (3) letters of reference from former employers or academic instructors.
- 6- Internal candidates must submit 2 most recent performance evaluations.

**By email:**

All applicants are strongly encouraged to apply by e-mail and MUST include ONLY the VA No in the subject line of their email. E.g. **UNMISS-GS-15-78**. General Services: [unmiss-recruitmentgs@un.org](mailto:unmiss-recruitmentgs@un.org)

**By Hand:**

To Human Resources Section, UNMISS Headquarters, Juba or to the UNMISS State Administrators Offices in South Sudan.

Please collect the receipt of the application from Human Resources Section, Juba and /or State Administrator's Office.

(Human Resources Section, Juba and /or State Administrator's Office will scan both the application and copy of the receipt to [unmiss-recruitmentgs@un.org](mailto:unmiss-recruitmentgs@un.org)) no later than 5 days from the closing date of the VA. Application Submission to Human Resources, Juba - Time: 9am to 12pm Monday through Friday; State Administrator's Office – Time: 9am to 4pm Monday through Friday.