

**UNITED NATIONS**

United Nations Organization Stabilization  
Mission in the Democratic Republic of  
the Congo

**MONUSCO****NATIONS UNIES**

Mission de l'Organisation Nations Unies  
pour la stabilisation en République  
Démocratique du Congo

**VACANCY ANNOUNCEMENT****Administrative Assistant GL-5**

---

**DATE OF ISSUANCE:** 1 September 2010  
**DEADLINE FOR APPLICATION:** 14 September 2010  
**SECTION:** Office of the Deputy Director of Mission Support  
**DUTY STATION:** Kinshasa  
**VACANCY ANNOUNCEMENT NUMBER:** MONUC/01/DDMS/10

---

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

---

**Summary of principal functions**

Under the direct supervision of the Deputy Director of Mission Support, the Administrative Assistant is responsible for administrative and office support requirements.

1. On instructions, draft routine correspondence to respond to enquiries in respect to relevant administrative and personnel matters and assist in the preparation of documentation for distribution to various offices.
2. Register and distribute all incoming mail and ensure proper distribution of all outgoing mail.
3. Establish and maintain a filing system for Stabilization archives and current documents in both electronic and hardcopy format.
4. Date and maintain distribution lists; monitor, prepare and distribute various materials and reports.
5. Schedules meetings and prepares minutes of meetings, briefings and appointments of Deputy Director of Mission Support.
6. Maintain calendar/schedules, monitor changes and communicate relevant information to appropriate staff inside and outside the immediate work Unit.
7. Translate routine correspondence from French to English and vice versa and act as interpreter, when necessary.
8. Prepare routine administrative documents, including memoranda and letters.
9. Compile requests for stationery and other office supplies and ensure delivery and distribution of same.
10. Prepare process and follow up on administrative arrangements and forms related to the official travel of staff.
11. Enter and maintain administrative data and records for time and attendance for all Stabilization/Eastern Coordination Personnel and submit to the Eastern Coordinator for approval at the end of each reporting period.

12. Must be prepared and expected to be flexible with working hours, when required, due to the nature of the job.
13. Perform other related duties as deemed necessary.

### **Qualifications**

Completion of secondary education or equivalent;  
Proficiency in encoding of data and in the use of MS Office applications (Excel, Word, Power point) is required. Specialized secretarial and/or management/executive assistance training/courses are desirable. Possession of a valid national driver's license is an advantage.

### **Experience**

5 years of progressive experience, including of administrative and office management assistance.

### **Languages**

Fluency in spoken and written English and French is required. Knowledge of another official United Nations language is an asset.

### **Competencies**

- **Commitment to continuous learning** – Shows willingness to learn from others.
- **Professionalism** – Ability to manage processes, maintain accurate records, interpret/analyze a wide variety of data, and identify data discrepancies
- **Teamwork** – Ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment. Works collaboratively with colleagues to achieve organizational goals.
- **Communications** – Good communications skills and ability to comprehend instructions on how to carry out related tasks. Speaks and writes clearly and effectively.
- **Planning and organizing** – Ability to plan and organize record keeping files, both paper and computer data bases. Allocates appropriate amount of time and resources for completing work.

**Applications from qualified female candidates are particularly encouraged**

---

Completed detailed application documentation as specified above referring should be forwarded to the attention of:

**MONUC Human Resources Section/Congo Batiment (face Hotel Diplomate) with reference:**

**Vacancy # MONUC/01/DDMS/10**

**or to this email address:**

**[monuc-national-recruitment@un.org](mailto:monuc-national-recruitment@un.org)**

**No later than the established deadline.** Kindly note that all applications will be reviewed and only applicants who are short-listed for interviews will be contacted.