External/Internal Position Specific Job Opening

<table>
<thead>
<tr>
<th>PSJO No.</th>
<th>MINURSO-22-PSJO-03</th>
<th>Date of Issuance:</th>
<th>12 October 2022</th>
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<tbody>
<tr>
<td>Post Title:</td>
<td>Mail Assistant</td>
<td>Deadline:</td>
<td>30 November 2022</td>
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<tr>
<td>Section/Unit:</td>
<td>Movement Control Unit</td>
<td>Level:</td>
<td>GL-4</td>
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**DUTIES AND RESPONSIBILITIES**

This position is located in the United Nations Mission for the Referendum in Western Sahara (MINURSO), Laayoune. The Mail Assistant at this level reports to Movement and Control Supervisor.

**Duties and responsibilities:**

- 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.
- Receives incoming pouch, mail, express mail, parcels and newspapers, and verify agencies and express courier documents.
- Distribute received mails and circulars to/from MINURSO Sections and Units;
- Collects all incoming registered mails from Post Office.
- Register the official/personal mail collected from the post office on the Mail and Diplomatic Pouch logbook.
- Maintain efficient archive and filing system for efficient workflow of the Unit.
- Receive and distribute daily newspapers and magazines to the office of the Special Representative of the Secretary General (SRSG), Force Commander (FC) and Chief of Mission Support (CMS).
- Prepare, update, and distribute the weekly Mail & Diplomatic Pouch Report to all concerned Sections/Units.
- Coordinate with United Nations Headquarters-New York for outgoing and incoming pouch for security measures;
- Send MINURSO Sections weekly report by pouch to UNHQ-New York;
- Send all Procurement and Finance Sections official mails to local and international vendors;
- Ensure safety and security of items received ensuring that all items are x-rayed and date-stamped prior to distribution.
- Ensure that all received mail are intact and alert supervisor of tampered with mail for appropriate action.
- Record the quantity of mail in each category, e.g., registered, certified, mail from missions, personal, confidential or other for statistical purposes.
- Delivers urgent mail, parcels, specials etc. as required, and ensures prompt delivery of urgent mail.
- Manage incoming/outgoing pouch from MINURSO to UNHQ-New York and vice versa once a week;
- Prepare summary of enclosures (SOE) for the outgoing pouch;
- Process invoices for outgoing express mail (Aramex) and pouch services;
- Ensure payments of invoices are done in a timely manner;
- Ensure smooth functioning of mail services;
- Categorize and organize incoming and outgoing receipts;
- Ensure mail delivery to destinations;
- Ensure that outgoing pouch and courier shipments are processed to meet pick-up schedules, and that incoming pouches/courier shipments are processed in timely manner, and that reports are completed on time.
- Track distribution of all mail, as well as pouch services.
- Provide guidance to other staff on the proper use of diplomatic pouches or other mail service.
- Assist Shipping unit in receiving in-coming shipments from outside the Mission.
• Assist Shipping unit in issuing/sending of Bon de Franchise to local customs authorities for tax exemption purposes.
• Assist Shipping unit in receiving and tracking incoming/outgoing shipments of United Nations Military Observers (UNMOs) by express mail.
• Perform other tasks of Mail and pouch and shipping as required.

QUALIFICATIONS AND EXPERIENCE

Education: High School Diploma or equivalent is required.

Experience: A minimum of three (3) years of progressively responsible of experience in handling mail, pouch, registry operations or related area.
One (1) year or more of experience in data analytics or related area is desirable.

Language: Fluency in written and spoken English is required. Knowledge of another official UN language is desirable.

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; remains calm in stressful situations.

Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.

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 team colleagues, provides oversight and takes responsibility for delegated assignments. Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Client orientation: Considers all those to whom services are provided as “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.

APPLICANTS

• Interested applicants should complete the attached United Nations Personal History form (P.11) in English.
• Applications must be forwarded electronically at the email address: minurso-vacancies@un.org
• Please note that hand carried Applications, incomplete P.11s and Curriculum Vitae (CV) will not be accepted.
• Please indicate the Job Opening number you are applying for in the cover letter.
• Women applicants are strongly encouraged to apply, and in the selection process, preference will be given to equally qualified women candidates.
• Applicants who are short-listed will receive an acknowledgement within one month from deadline for submission of applications.

The necessity for ensuring the highest standards of efficiency, competence and integrity remain the paramount considerations in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.