

External/Internal Temporary Job Opening

TJO No.	MINURSO-22-TJO-01	Date of Issuance:	23 May 2022
Post Title:	Mail Assistant	Deadline:	05 June 2022
Section/Unit:	Supply Chain Management/Movement Control Unit	Level:	GL-3

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:

Within delegated authority, the incumbent performs for the following duties:

- Receives incoming pouch, mail, express mail, and parcels.
- Verifies agencies and express courier documents.
- Distributes received mails and circulars to/from MINURSO concerned Sections and Units;
- Collects all incoming registered mails from Post Office.
- Registers the official/personal mail collected from the post office on the Mail and Diplomatic Pouch logbook.
- Receives and distributes daily newspapers and magazines to the office of the Special Representative of the Secretary General, Force commander and Chief of Mission Support;
- Maintains efficient archive and filing system for efficient workflow of the Unit.
- Prepares, updates, and distributes the weekly Mail & Diplomatic Pouch Report to all concerned Sections/Units.
- Coordinates with UNHQ-NY for outgoing and incoming pouch for security measures;
- Sends MINURSO Sections weekly report by pouch to United Nations Headquarters in New York;
- Sends all Procurement, Finance and HR sections official mails to local and international vendors;
- Ensures safety and security of received mail items, diplomatic mail pouch and parcels by X-ray scanning and date stamping prior to distribution.
- Ensures that all received mail, diplomatic pouch and parcels are intact. Alerts supervisor of any tampered with mail items for appropriate action.
- Records the quantity of mail and parcels 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.
- Manages incoming/outgoing pouch from MINURSO to UNHQ-NY and vice-versa once a week;
- Prepares summary of enclosures (SOE) for the outgoing pouch;
- Processes invoices for Mail and Pouch services contract;
- Ensures payments of invoices are done in a timely manner;
- Categorizes and organizes incoming and outgoing receipts;
- Ensures/tracks mail delivery to destinations;
- Ensures that outgoing pouch and courier shipments meet pick-up schedules. Ensures Incoming pouches/courier shipments are processed in timely manner, and that reports are completed on time.
- Tracks distribution of all mail, parcels as well as pouch services with express mail agencies (Aramex or other)
- Performs other tasks of Mail and pouch as required.

QUALIFICATIONS AND EXPERIENCE

Education: High School Diploma or equivalent is required.

Experience: A minimum of two (2) years of progressively responsible experience in handling mail, pouch, registry operations or related area.

Language: Fluency in written and spoken English is required. Knowledge of French 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.