



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

VACANCY ANNOUNCEMENT TEMPORARY APPOINTMENT OF PROJECT PERSONNEL EXTERNAL

Only nationals and/or permanent residents of the country of the duty station are eligible to apply. Female candidates are particularly encouraged to apply.

Duty Station:	Juba, South Sudan
Date of Issuance:	29 September 2017
Post Title:	Team Assistant
Type of Appointment:	Individual Service Agreement
Employment Fraction:	NonStaff-Regular
Closing Date:	13 October 2017
Start of Contract (EOD):	1 November 2017

ORGANIZATIONAL CONTEXT

The United Nations Industrial Development Organization (UNIDO) is a specialized agency of the United Nations. Its mandate is to promote and accelerate inclusive sustainable industrial development in developing countries and economies in transition, and work towards improving living conditions in the world's poorest countries by drawing on its combined global resources and expertise.

Agribusiness Development Branch: UNIDO provides a variety of technical cooperation activities to assist developing countries in adding value to the output of their agricultural sector and generate increased employment opportunities for rural communities, thereby increasing food security and sustainably reducing poverty.

Through its technical assistance, UNIDO links resources and markets in the agribusiness value chains and strengthens forward and backward industrial linkages in order to leg up the economic transformation of countries, improve employment and income opportunities, and reinforce sustainable livelihoods.

Activities benefit a number of groups, including poor and marginalized rural populations, urban agro-industries and communities facing human security challenges or requiring urgent supplies of agricultural equipment and the rehabilitation of food industries.

PROJECT CONTEXT

Livelihoods in Central Equatoria State have traditionally revolved around agro-pastoral activities, such as cattle herding and small-scale agriculture. The fishery sector is most often a secondary source of livelihood, undertaken by the populations along the Nile River corridor as a buffer against the effects of harvest failures, agricultural product price volatility, violent conflict and other factors that threaten rural stability, economic development and food security.

However, there is considerable potential for the fishery sector in Central Equatoria State to play a greater role in the economic development and food security situation of the state and the entire country.

While the potential for income generation and food security are high, the sector is constrained by multiple challenges that must be addressed in a coordinated and comprehensive manner.

Main challenges to the Central and Eastern Equatoria State fishery sector:

- Inadequate information on the fishery sector, including number of fisher folk and fish;
- Limited organization of fisher folk at the community level;
- Limited harvest capacity due to basic fishing gears and techniques;
- Limited ability to transport fish products, due to a lack of motorized river transport and no road access during the rainy season;
- High fish post-harvest losses resulting from improper handling throughout the fishery chain; and
- Absence of fishery infrastructure such as market stalls, storage facilities, collection points and landing sites.

FUNCTIONAL RESPONSIBILITIES

Under the supervision of the Project Manager and under the daily supervision of the Technical Advisor, the Team Assistant provides clerical and general administrative support and is responsible for the following key functions:

- Receive and record all incoming and outgoing correspondence and mail, keep track of pending matters, flagging deadlines and bringing urgent and important items to the attention of the supervisor.
- Respond to moderately complex information requests and inquiries as necessary, as well as to refer queries to appropriate personnel for handling.
- Draft routine correspondence on the basis of instructions and in accordance with standard practices and in compliance with the UNIDO Correspondence Manual.
- Maintain the supervisor's daily schedule of appointments; assist in organizing the logistics for meetings; prepare the necessary background documents and agendas; liaise with counterparts on attendance; assist in the preparation of presentation material; book meeting rooms and take notes at meetings, if required.
- Using SAP, when required, make arrangements for travel, prepare travel authorizations, ensuring that visas, security clearances etc. are valid and in order. Assist in completing back-to-office mission reports and claim forms.
- Perform general administrative tasks such as ordering office supplies, following up on budget queries, making various reservations as required, placing purchase requisitions, researching for information and reference material, organizing requests for formal editing, translation, layout, graphic design and arranging for printing services as well as the publication of documents, if and when necessary.
- Maintain an up-to-date filing system (both hard copy and electronic).
- Perform any other related duties as assigned.

MINIMUM ORGANIZATIONAL REQUIREMENTS

Education: completed secondary education. Formal secretarial/clerical training or equivalent desirable. University studies in the field relevant to the post may be counted towards experience credit (not exceeding a maximum of four years of the actual period of studies whichever is smaller).

Technical and Functional Experience:

A minimum of three years of working experience in the related fields of the post, thorough understanding of office procedures and practices. Proficient use of Microsoft Office (Outlook, Word, Excel and PowerPoint), internet.

Languages: Fluency in written and spoken English is required. Fluency and/or working knowledge of local languages is also required.

REQUIRED COMPETENCIES

Core values:

1. Integrity
2. Professionalism
3. Respect for diversity

Core competencies:

1. Results orientation and accountability
2. Planning and organizing
3. Communication and trust
4. Team orientation
5. Client orientation
6. Organizational development and innovation

HOW TO APPLY:

Please note that this position is for **South Sudanese Nationals** only.

Interested and qualified candidates must submit a **hard copy** of the application to **UNDP Security desk** at **UNDP office on Ministries Road in Juba**. The application should include a **formal letter expressing your interest** in the position and outlining your qualification for the Job, detailed curriculum vitae, a copy of your **nationality card** or **passport** and copies of your **latest academic credentials**.

All applications should be submitted by the deadline of **Friday, 13th October 2017**, before close of business at 5:00PM. While we would encourage female candidates to apply, all applicants will be treated equally and judged on the basis of merit.

Please be informed that all applications submitted to UNIDO shall not be returned to the applicant. Also, due to resource limitation, applicants are notified in advance that only **shortlisted candidates** will be contacted.