



**UNITED NATIONS SUPPORT OFFICE IN SOMALIA  
(UNSOS)**

**UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY**

**DEADLINE FOR APPLICATIONS:** 03 JULY 2018  
**DATE OF ISSUANCE:** 27 JUNE 2018  
**FUNCTIONAL TITLE:** ARCHIVE ASSISTANT  
**SECTIONS UNIT:** PROCUREMENT SECTION  
**LOCATION:** NAIROBI  
**TYPE OF CONTRACT:** NATIONAL INDIVIDUAL CONTRACTOR  
**DURATION OF CONTRACT:** 1-9 MONTHS  
**VACANCY ANNOUNCEMENT NUMBER:** UNSOS/SC/017/2018

**Special Notice:**

Interested applicants who are working with UNSOS/UNSOM Third Party Contractors must fulfil the obligations of their contracts with the UN Contractors in order to be eligible to apply for this vacancy. Applicants should also clearly indicate in their application the name of their employer.

**Reporting Lines**

The Individual Contractor will work under the direct supervision of the Administrative/Front Office Assistant of Chief Procurement Officer (CPO).

**Responsibilities**

Within limits of delegated authority, the Archiving assistant shall be responsible but not limited to the following:

- Undertake tasks related to organization, indexing, archiving, retention and disposal of records;
- Provide archives records and retrieval of files for client offices;
- Arrange and assist with transfer of records/files/documents from clients and place them in chronological order;
- Ensure the Contract/Purchase Order files includes all necessary document as per applicable file checklist.
- Respond to requests for retrieval of a broad range of documents from various internal units' locations, ensuring that records are made accessible as authorized by his/her supervisor.
- Maintain records of file transfers/handovers.
- Support the acquisition, accessioning, arrangement and description, storage, preservation and conservation of archives.
- Responsible to enter, update, maintain retrieve records/log sheets and is the focal point for such records/log sheets in the section.
- Maintain records sheet of retrievals and loans.
- Assist client offices with complex searches for records.
- Maintain repositories in good order.
- Monitor use of space in the archiving room.
- Maintain logs sheet, registers and other records of records transfer and destruction activities.
- Maintain stocks of specialist record keeping supplies and issue them to client offices on request.
- Implement Records Retention Schedules and other disposition as per instructions.
- Perform other duties as required.

**Expected Results:**

- All necessary documents indexed, filed, digitized and archived.
- Record/log sheets maintained for management of archived documents.

**Competencies:**

**Professionalism:** Knowledge of policies, practices and regulations on management of supplies, purchasing and logistics and ability to apply them in an organizational environment. Ability to maintain accurate records and prepare reports on a wide variety of data. 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.

**Team Work:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**Client Orientation:** Considers all those to whom services are provided to be "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.

**Qualifications:**

**Education:** High School Diploma or equivalent required.

**Experience:** At least 2 years of relevant working experience in Filing/ archiving is required. Experience in UN filing system is desirable.

**Language:** English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required.

**How to Apply:**

Qualified candidates may submit their applications including their United Nations Personal History form (P.11) to the address mentioned below on or before the deadline. The P.11 is on the <https://unsos.unmissions.org/jobs>. Applications submitted after the deadline **03 July 2018** will not be accepted. CVs will not be accepted.

Email: [recruitment-unsoa@un.org](mailto:recruitment-unsoa@un.org)

Please quote, Vacancy Announcement Number and Functional Title in the subject of the e-mail

**Kindly attach a copy of P11, Degree or Certificate, Passport and or National Identification Card. These are required as part of your application for consideration of eligibility.**

**The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs.**

**THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING).**