



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

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

<b>DEADLINE FOR APPLICATIONS:</b>	<b>08 AUGUST 2018</b>
<b>DATE OF ISSUANCE:</b>	<b>02 AUGUST 2018</b>
<b>FUNCTIONAL TITLE:</b>	<b>REGISTRY OFFICER</b>
<b>SECTIONS UNIT:</b>	<b>AMISOM</b>
<b>LOCATION:</b>	<b>MOGADISHU, SOMALIA</b>
<b>TYPE OF CONTRACT:</b>	<b>INTERNATIONAL CONSULTANT</b>
<b>DURATION OF CONTRACT:</b>	<b>1-12 MONTHS</b>
<b>VACANCY ANNOUNCEMENT NUMBER:</b>	<b>UNSO-AMISOM-REGIS-021-2018</b>

**Special Notice:**

Interested applicants who are working with UNSO/UNSO 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.

**Org. Setting and Reporting Lines:**

This position is located within the Mission Support Department of the African Union Mission in Somalia (AMISOM). The Incumbent will be based at the AMISOM Mission Headquarters in Mogadishu, works under the overall supervision of the Chief Administrative Services (CAS).

**Responsibilities:**

Within delegated authority and under the supervision of the Chief Administrative Services, the registry officer will be responsible for managing the AMISOM registry; developing and maintaining the database and central filing systems of the registry, including the preparation of new files, maintain supporting index systems, retrieval of information, review of information kept and destruction of files in accordance with laid-down procedure and mentoring the staff working within the registry.

**Project Management**

- Responsible for managing the operations of the registry;
- Responsible for oversight of the activities of the registry military/police staff supporting in the registry office that are on ad-hoc basis.

**Mentoring Role**

- Responsible for devising and delivering a registry staff training plan;
- Facilitate the establishment of new capability within AMISOM through encouraging AMISOM registry staff to gradually take on increased responsibility commensurate with the skilled level and training provided;
- Oversees the interactions and daily work of registry staff and suggests refinement as may be required;

## **Communication**

- Responsible for identifying, conceptualizing, proposing and designing a strategic communication program, in consultation with the immediate supervisor and Head of Mission Support so that the mission can provide both internal and external reports relating to the better functioning of the registry and entire management of couriers within the Mission;
- In consultation with the Chief Administrative Service, the incumbent will facilitate collaborative interaction with AMISOM management with regard to improving the activities of the registry;

## **Reporting**

- Reports to the CAS with a view to proffering solutions on creating a uniform database and filling systems in accordance with the Strategic Headquarters central registry;
- Prepare and/or provide, where necessary, relevant and required documentation services during meetings and make documents easily available in the mission for consultation;
- Follow up on post conference related issues and provide support to ensure that necessary action have been taken such as sending documents and reports to participants

## **Other tasks**

- Standardize the registry database systems in line with global best practices to reach its full operational capability;
- Assists AMISOM with scoping a similar registry capability within AMISOM entire components;
- Performs other duties as assigned.

## **Results expected/Outputs**

- Proper functioning of the registry of AMISOM with database systems that support in the management of AMISOM's correspondences;
- AMISOM staff working in the registry trained and mentored in the field of registry management.

## **Competencies**

**Professionalism:** In-depth and substantial knowledge and expertise of all aspects of office and registry management; Integrity and reliability; Proven conceptual and analytical skills that lead to formulation of policies, programs and strategies. Ability to write clearly and concisely. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; conscientious and efficient in meeting commitments, observing deadlines and achieving results; 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 honours commitments; Delivers outputs for which one has responsibility within prescribed time, cost and quality standards; Operates in compliance with organizational regulations and rules; Supports subordinates, provides oversight and takes responsibility for delegated assignments; Takes personal responsibility for his/her own shortcomings and those of the work unit where applicable.

**Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailored language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people

informed.

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; willingness 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.

**Education:**

University degree in Mass Communication, Office Management or an equivalent degree from a police or military academy is required.

**Work Experience**

At least five (5) years of military/police experience is required. Extensive experience and expertise in all aspects of archival management standards and office management is required. Experience in international peacekeeping operation or working with an International organization or NGO is an asset.

**Language:**

Fluency in written and oral 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 **08 August 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 /Certificate, Passport and or National Identification Card, valid driving license. 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).**