

**UNITED NATIONS DEVELOPMENT PROGRAMME**  
**EXTERNAL VACANCY ANNOUNCEMENT No. UNDP/SC/2009/001**



Date of Issue: 21 January 2009  
Closing Date: 4 February 2009

**Post Title** : **Administrative Clerk / FSA**  
**Office/Dept** : **Field Security Advisor / UNDP**  
**Contract Type** : **Service Contract (SC-4)**  
**Duty Station** : **Monrovia, Liberia**  
**Duration of assignment:** **Six-months**  
**Starting Date** : **Immediately**

This vacancy is open to applicants of either sex. Preference will be given to equally qualified women candidates.

UNDP invites qualified internal staff members and external applications in the relevant occupational group to apply for the position highlighted above. Internal Vacancy Announcements are open to serving staff members of the UN. Interested UN staff should apply by forwarding an updated UN P11 form.

External applicants are requested to complete a United Nations Personal History Form (P11), available at UNDP HR Unit and attach copies of CV and photocopies of qualifications (i.e., technical certificates) and a one-page cover letter indicating your interest and suitability for the position as well as a contact telephone number.

**Description of Main Duties:**

Under direct supervision of the Field Security Advisor and the administrative unit, the incumbent will have the following principal duties and responsibilities:

- Provides administrative support by reviewing and processing Security Clearance request in discrete area or several areas such as Security Statistics, Security Assessment and Analysis, Incident Reporting, Incident Diary, Security Presentation, Travel, Logistics, General Services, Calculates respective cost-recovery due;
- Responsible for the submission and collection of Security Clearance to and from the FSCO's Office;
- Draft correspondence and reports covering these areas in accordance with standard DSS procedures and respective administrative guidelines;
- Processes procurement of FSA office supplies and equipment ; obtains quotation and bids, reviews, clears for submission to Administration and Finance; prepares purchase orders for certification and approval. Maintains IAPSO catalogues and local approved suppliers, communicating directly with IAPSO for specific advice. Verifies goods are received in good condition, tracks, ensures payment received;
- Provides advice and services to UNDP staff and if required sister agencies and implementing partners on Security Procedures especially Security Clearances requests. Advises International and National staff on standard administrative Security procedures and practices;
- Supports Personnel Assistant by maintaining leave records for Security Staff and compiles various personnel reports for UNDP Headquarters;
- Maintain Incident Records and compiles various security reports for UNDP Headquarters and other security agencies;
- Reviews incoming security communications, especially electronic, and determines organization for circulation and weekly report to New York;

- Maintain Security office files and searches files and records (especially electronically ) for background information on related security directives from DSS and records in specified format for use by others in preparing reports, correspondence, technical papers or security programmed plans and general reference documents;
- Advises staff member on procedures for processing requests for UN ID cards and Temporary ID and other security related documents in accordance with FSCO, DSS and UN requirements; maintains records of ID cards issued;
- Responds to a variety of queries relating to the area of responsibility; and
- Perform other related tasks as may be required and assigned by supervisors

**QUALIFICATION, KNOWLEDGE & EXPERIENCE**

- Completion of secondary education supplemented with a diploma in Business Administration;
- Excellent knowledge in English language, some regional language skills preferred;
- Minimum of four years experience in administrative/clerical positions;
- Strong computer skills (Excel spreadsheet and word processing application, etc.)

**Operational Skills**

- Excellent organizational and presentation skills;
- Strong inter-personal skills with ability to promote participation and teamwork;
- Excellent written and oral communication skills; ability to speak local languages an asset; and
- Highly motivated, flexible, and capable of working under pressure.

Kindly note that applicants upon receipt will be reviewed and only short-listed candidates will received acknowledgement and be contacted for an interview and /or test

Email application to this vacancy should be sent to [vacancies.lr@undp.org](mailto:vacancies.lr@undp.org). Please insert vacancy announcement number in the subject of the email or written application. Attach photocopies of qualifications (i.e. technical certificates and academics) and a one-page cover letter indicating your interest and suitability for the position.

Forward all written applications to:

**Deputy Resident Representative (Operations)**  
**Attention: HR Unit**  
**United Nations Development Programme**  
**Simpson Apartment, Sekou Toure Avenue, Mamba Point**  
**Monrovia, Liberia**

Please note that applications received after the closing date will not be considered. Only short-listed candidates will be contacted.

*Cc: All UN Agencies in Liberia*