VACANCY ANNOUNCEMENT
Number: 003/02/2020
Issued on: 16/02/2020

<table>
<thead>
<tr>
<th>ORGANIZATIONAL LOCATION:</th>
<th>UN-Habitat Regional Office for Arab States</th>
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<tbody>
<tr>
<td>DUTY STATION:</td>
<td>Cairo, Egypt</td>
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<tr>
<td>FUNCTIONAL TITLE:</td>
<td>Office Helper/Messenger</td>
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<td>GRADE:</td>
<td>SB1</td>
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<td>POST DURATION:</td>
<td>1 Year</td>
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<td>CLOSING DATE:</td>
<td>23 February 2020</td>
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Organizational Setting and Reporting Relationships:

Under the direct supervision of Senior Admin Assistant and overall guidance and supervision of Regional Project Administrator, the Office Helper/Messenger assists in the effective and efficient management of the Programme providing reliable messenger and cleaning services in line with the UN rules and regulations with high sense of responsibility, courtesy, tact and ability to work with people of different national and cultural backgrounds.

Responsibilities: The Office Helper/Messenger will be required to carry out the following tasks:

- Perform common tasks to maintain a clean work place. This may come in the form of sweeping floors, cleaning walls and windows and throwing the trash.
- Make simple repairs that do not need professional help. Such repairs can include repairing wall panels and the like.
- Simple security measures such as locking doors and closing windows is also included in the functions of a wall cleaner.
- Continuous monitoring of the cleanliness of facilities and other equipment.
- Informs the management for the need of extensive repairs and other major renovations in the work area or office.
- Initiate simple wood repairs that do not need require major attention.
- Monitoring hazards in the office such as those related to fire and electricity.
- Clean walls, windows and corridors in case of dust or other debris.
- Ensure cleanliness and hygiene in restrooms and other places in the premises.
- Work as an internal messenger for the office correspondents.
- Provide hospitality services for staff members and guests.
- Sorts and distributes or processes mail and other documents.
- Photocopies a variety of documents and other materials.
- Delivers urgent mail/messages.
- Operates a variety of office equipment in the performance of basic office functions, e.g. photocopier, facsimile, printer, scanner, etc.
- Ensures cost-savings through proper use of office cleaning materials.
- Other duties as required.
Competencies

Knowledge Management and Learning
- Shares knowledge and experience
- Provides helpful feedback and advice to others in the office
- Be flexible as member of the team to assist Admin-supporting staff as required;

Leadership and Self-Management
- Focuses on result for the client
- Courtesy & Good communication skills.
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humored even under pressure & responds positively to critical feedback and differing points of views

Qualifications:

Education:
- Secondary school education.

Experience:
- At least 1 year of relevant experience.
- Previous work with international organizations is preferable.

Language requirements:
- Fluency in written and spoken Arabic & basic knowledge of English.

- Interested Candidates are requested to submit their P11 form by e-mail with Ref. Vac.003/02/2020
- Email: unhabitat-roas-vacancies@un.org
- Deadline for applications: 23 February 2020 @ 5:00 pm (Cairo time)
- Only short-listed candidates will be contacted for further interviews.