UNHCR
United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

INTERNAL/EXTERNAL VACANCY NOTICE

UNHCR Representation Office Dar es Salaam, invites applications from qualified internal and external candidates for the following vacant post.

Vacancy Notice No:	DSM/VN/08/024
Post Title:	Telecom Operator
Duty Station:	Mpanda Field Office
Remuneration:	Attractive salary (GL4 Level) and entitlements according to UN Staff Rules and Regulations
Duration:	Six months contract with possibility of extension
Effective date:	As soon as possible

DUTIES AND RESPONSIBILITIES:

Under the direct supervision of the Assoc Admin/Finance Officer, and the overall supervision of the Head of Field Office, the incumbent will perform the following duties:

- Distributes incoming cables, messages, and other communication in accordance with established instructions;
- Ensures that all communications handed to him/her for transmission are properly prepared and authorized and promptly transmitted;
- Selects the most efficient and economic means for transmission of messages, taking into consideration the nature and priority of communications to be transmitted;
- Maintains a station log where all occurrences related to the operation of the telecommunication equipment are entered;
- Ensures that no unauthorized communications are exchanged on the network;
- Ensures that all the equipment placed under his/her responsibility is maintained in good working condition;
- Assists new staff members in the proper operation of telecommunication equipment;
- May perform secretarial functions, such as handling paper work on routine, matters, arranges appointment/meetings both internally and externally, screening telephone calls, types a wide variety of materials from drafts, printed test, using a word processor;
- Daily tracks and monitors or movements in the field;
- Perform other duties as required.

Qualifications:

- National of the United Republic of Tanzania;
- Higher Secondary education, supplemented with a training or certificate in radio/telecommunications.
- Minimum of two years of progressively responsible professional experience relevant to the function.
- Excellent knowledge of English and Kiswahili, both spoken and written.

- Applicant should have strong interpersonal skills, be self-motivated and demonstrate a dynamic ability to work with people of different cultural and national backgrounds.
- Computer literacy is essential.

Applications:

- Must include a recent curriculum vitae and/or United Nations Personal History (P.11) Form, contact address with phone/fax numbers; must quote the vacancy notice number;
- Must be addressed to:

Human Resources Officer
UNHCR Representation Office
P.O Box 2666
Fax: 2152816/17
E-Mail: tanda@unhcr.org

Closing date for receipt of applications: **25th January 2008**

Applications from qualified female candidates are strongly encouraged.