VACANCY ANNOUNCEMENT
Number: VA-07/09/2022

Issued on: 07 September 2022

<table>
<thead>
<tr>
<th>ORGANIZATIONAL LOCATION:</th>
<th>UN-HABITAT-Egypt Country Office</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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<tr>
<td>GRADE:</td>
<td>Service Contract –SB1</td>
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<tr>
<td>POST DURATION</td>
<td>12 months-Renewable</td>
</tr>
<tr>
<td>CLOSING DATE:</td>
<td>21 September 2022</td>
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<tr>
<td>Number of Vacancies</td>
<td>2</td>
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Background:

Under the direct supervision of Egypt Administrative Assistant and the overall supervision of the National Administrative Officer, the incumbent is expected to carry out duties related to office hospitality and office cleaning.

Responsibilities:

- Perform common tasks to maintain a clean workplace. This may come in the form of sweeping floors, cleaning windows and throwing the trash.
- Ensure cleanliness and hygiene in restrooms and other places in the building.
- Provide hospitality services for staff members and guests.
- Make simple repairs that do not need professional help.
- 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.
- Work as an internal messenger for the office correspondents with the partner.
- file to various documents and records as specifically instructed; may retrieve files on request.
- Type labels, envelopes, and/or routine forms
- Give support as office assistant when needed.
- Simple security measures such as locking doors and closing windows is also included in the functions of a wall cleaner.
- Initiate simple wood repairs that do not need require major attention.
- Monitoring hazards in the office such as those related to fire and electricity.
- Delivers urgent mail/messages.
- Ensures cost-savings through proper use of office cleaning materials.
- Answering the phone at a reception desk and transferring calls as needed.
• Collecting, filing, and organizing office documents.
• Operates office machines including copiers, scanners, phone and voicemail systems, and other standard office equipment.
• Hang up company policies around the office.
• Perform Other Duties as assigned.

Work conditions:

• The incumbent will work at Cairo Office location, in a daily basis and according to the official working hours, and May be asked to attend during weekends for any additional services.

Competencies:

• Communication: Good Communication skills
• Teamwork: works collaboratively with colleagues to achieve agreed upon goals
• Planning and organizing: develops clear goals that are consistent with agreed tasks, identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; uses time efficiently; must be able to work with a high degree of responsibility and with minimal supervision;
• Accountability: takes ownership of all responsibilities and honours commitments; delivers the tasks for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, and takes responsibility for delegated assignments; takes personal responsibility for his/ her own shortcomings.

Qualifications:

Education

A Secondary school education is required. A first-level university degree is preferable

Work Experience

2 years of relevant experience in the same field is required. Previous work with international organizations is preferable

Language

• Fluency in written and spoken Arabic is required & basic knowledge of English is preferable.

Submission of Applications

Interested candidates should complete the United Nations Personal History form (P.11) and forward it electronically at the following email address: unhabitat-egyptvacancies@un.org no later than the deadline indicated 21 September 2022 at 18:00 Cairo Local time. Please indicate the vacancy reference number VA-07/09/2022 in the subject line of your email.
Notes:

- Only short-listed candidates will be notified.
- Candidates are encouraged to submit their applications electronically.
- UN-HABITAT reserves the right to re-classify the post at a grade lower than the advertised level.
- Only Egyptian nationals shall be considered for the post.
- **Please Write down your Name in the P11 file (i.e. P11-Your Name)**
- *P.11 form can be downloaded through:*
  
  [http://www.eg.undp.org/content/dam/egypt/docs/Vacancies/P11form.doc](http://www.eg.undp.org/content/dam/egypt/docs/Vacancies/P11form.doc)