



UNHCR

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

Vacancy Announcement

Position title: Telecom Operator

Position Level: 4

Vacancy Number: SC/14/11

Duty Station: Mashhad

Type of Contract: Service Contract under United Nations Office for Project Services (UNOPS)

Duration of Contract: Initial four months – extendable

Interested applicants should directly send their applications/ P11 forms to email address: irnrevac@unhcr.org or refer to below websites:

UN website: www.un.org.ir

UNHCR website: <http://unhcr.org.ir/en/unhcr-job>

Closing date: 09 August 2014

Please make sure you will mention the Vacancy Number in the subject line of your email.

Short-listed candidates will be invited for written exam.

Position Requirements:

1- ORGANIZATIONAL CONTEXT. (Please define the role of the post within the team, describing its leadership role, if any, its external/internal work relationships or contacts and the contextual environment in which it operates)

Direct supervision and support are received from the Head of the relevant functional unit. The incumbent will also refer to technical manuals and UNHCR instructions concerning telecom operations.

2- FUNCTIONAL STATEMENT. (Please describe the functions to be performed by the incumbent of the post, focusing on the deliverables or the achievements expected from the job. Describe also the engagement and the degree of relationships with clients/partners, and the impact of actions)

- 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 the 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 unauthorised 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 performs 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 text, using a word processor.
- May assist in making Travel arrangements.

3- REQUIRED COMPETENCIES. (List a maximum of six (06) reference numbers and names of the applicable functional and/or managerial competencies which illustrate behaviours that are essential to achieving deliverables described above, and that are critical to successful performance. – CMS booklet provides reference numbers, competency names, definitions and indicators –

<u>Code</u>	<u>Managerial Competencies</u>
1. <input type="checkbox"/> MC01	Strategic Planning
2. <input type="checkbox"/> MC02	Leadership
3. <input type="checkbox"/> MC03	Managing Performance
4. <input checked="" type="checkbox"/> MC04	Coaching and Developing Staff
5. <input type="checkbox"/> MC05	Managing Resources
6. <input checked="" type="checkbox"/> MC06	Political and Organization Awareness

4- ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE

REQUIRED. (please define the educational background, the relevant job experience and the language(s) that are essential to perform the work of the post)

- Completed Secondary Education with a training or Certificate in radio/telecommunications.
- 2 years previous job experience
- 2 years experience relevant to the function
- English language is essential for the work of the post.
- Another UN language and good knowledge of the local language an asset.

5- DESIRABLE QUALIFICATIONS & COMPETENCIES. (Describe any experience or knowledge that would be an asset, such as UNHCR Learning Programmes /Other training / additional languages /Field, HQs experience, etc...)

- Sound knowledge and practice of Secretarial functions
- Good Communication skills