

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)
INTERNAL VACANCY ANNOUNCEMENT
Vacancy Notice No. 021/2020**

Title of Post	Telecoms Operator	Category/grade	General Service, G4
Post Number	10034635	Type of contract	Fixed-term appointment
Location	Rwamwanja, Uganda	Date of Issue	16 November 2020
Effective date of assignment	1 April 2021	Closing Date	29 November 2020

Operational Context:

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

Duties:

- Distribute incoming cables, messages, and other communication in accordance with established instructions.
- Ensure that all communications handed to him/her for transmission are properly prepared and authorized and promptly transmitted.
- Select the most efficient and economic means for the transmission of messages, taking into consideration the nature and priority of communications to be transmitted.
- Maintain a station log where all occurrences related to the operation of the telecommunication equipment are entered.
- Ensure that no unauthorised communications are exchanged on the network.
- Maintain all the equipment placed under his/her responsibility in good working condition.
- Assist new staff members in the proper operation of telecommunication equipment.
- May perform secretarial functions, such as handling paperwork on routine matters, arranges appointment/meetings both internally and externally, screen telephone calls, type a wide variety of materials from drafts, printed text, use word processor.
- May assist in making travel arrangements.
- Perform other related duties as required.

Essential Minimum Qualifications and Experience:

- Completion of High school diploma is required.
- Additional qualification in Regulation requirements of radio operation is required
- Minimum 1-year relevant work experience is required.
- Knowledge of English is required.

Desirable Qualifications & Competencies:

- Sound knowledge and practice of secretarial functions is desirable.

Required Competencies:

Core Competencies

- Accountability
- Communication
- Organizational Awareness
- Teamwork and Collaboration
- Commitment to Continuous Learning
- Client and Result Orientation

Cross-Functional Competencies

- Analytical Thinking
- Technological Awareness
- Planning and Organizing

Eligibility:

Group I candidates: Interested staff members should consult the Recruitment and Assignment of Locally Recruited staff (RALS).

Group I comprise current GS staff members holding an indefinite or fixed-term appointment who, at the date of the deadline for application, are serving in the country of the vacancy at the grade of the position or one grade below or above.

Group II candidates: comprises candidates that have previously been vetted and notified after applying to the Group II general profile pool at the date of publishing this vacancy notice.

External candidates: are candidates who are not in Group 1 or Group 2.¹

If you have questions regarding your eligibility, you may also contact the HR Unit.

Remuneration:

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission at: <http://icsc.un.org>

Submission of Applications:

Interested candidates who meet the above criteria should submit their applications online, using the following link: <http://unhcrjobs.imuganda.com>. Applicants should signup or login to access details of the advertised position by **the closing date**.

The Personal History Form and its supplementary sheet is attached.

No late applications will be accepted. Only shortlisted candidates will be contacted. Shortlisted candidates may be required to sit for a written test and/or oral interview. UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing or any other fees).

UNHCR strongly encourages qualified female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities. UNHCR is committed to achieving

¹ Completed and relevant university education can count as maximum 50% of the required years of work experience.

workforce diversity in terms of gender, nationality and culture. All applications will be treated with the strictest confidentiality.

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