



United Nations Support Office for AMISOM (UNSOA)

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

DEADLINE FOR APPLICATIONS:	05 AUG 2012
DATE OF ISSUANCE:	20 July 2012
FUNCTIONAL TITLE:	Geographic Information Assistant
SECTIONS UNIT:	Geographic Information Services Section
LOCATION:	Nairobi
VACANCY ANNOUNCEMENT NUMBER:	UNSOA/GIS/113/2012

DUTIES AND RESPONSIBILITIES

Under the direct supervision of the Chief of the Geographic Information Services, and in close collaboration with the Geographic Information Officer/Assistants, the Geographic Information assistant will be responsible for the production and output of a range of geospatial and information products.

The incumbent will be responsible for the following principal duties:

- Recording of all mapping product request and details
- Reproduction of mapping and information products
- Data collection and database entry
- Operation of large scale precision plotters and scanners
- Recording and ensuring correct distribution of all products to clients
- Managing inventory of consumables and timely reordering where required
- Creation and maintenance of a map catalogue
- Development of specialist mapping and graphic products to suit a range of requirements.
- Development and production of graphic products incorporating maps, photographs, tables, graphs, text and images.
- Creation of presentations in brochure, powerpoint and poster formats.
- Perform other duties as required

Competencies

Professionalism:

Technical qualifications and broad knowledge of graphic and spatial information and its' related matters.

Accountability:

Operate in compliance with organizational rules and regulations.

Teamwork:



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Demonstrated ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Client Orientation:

Demonstrated ability to assess user requirements, develop plans and prioritize them to best meet the requirements.

Technological Awareness

Comprehensive knowledge of the latest technological developments in graphic production and reproduction as well as image processing.

QUALIFICATIONS

Education:

Secondary education is a must.

Experience:

At least 5 years experience in graphic design, geographic information or allied fields. Work experience with UN field operations would be a distinct advantage. Experience working in a multinational environment would also be an asset. Strong knowledge and experience in the daily use and maintenance of large scale plotters and scanners is essential. Practical use of spreadsheets and databases is essential.

Languages:

Fluency in spoken and written English is required.

Other Skills:

Excellent computer skills, working knowledge of office automation software and practical knowledge of information technology (IT) are essential; Knowledge and practical experience of the following software is essential: Microsoft Office (particularly Excel, powerpoint and word), Adobe Illustrator, Photoshop, Dreamweaver and Adobe Acrobat. Additional studies and practical experience in Graphic Design would be an advantage. Ability to be client focussed and meet deadlines is essential.

Other: The individual must be able to work effectively in a small team but also have proven ability to work independently on projects where necessary.

Qualified candidates may submit their applications including their curriculum vitae or United Nations Personal History form (P.11) to the address mentioned below on or before the deadline

Email: recruitment-unsoa@un.org



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Please quote;

- ❖ **Vacancy Notice Number and Functional Title in the Subject of the e-mail.**
- ❖ **Attach the screening test questions.**
- ❖ **Attach a copy of the last two performance appraisals.**

APPLICATIONS RECEIVED AFTER (05 AUG 2012) WILL NOT BE CONSIDERED

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs.

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING).