

No: 407724

Post Date: 14/09/2005

Expiration Date:

Title: Supervisor, Mail, Pouch, Reproduction and Archiving

Grade: FS-5

Organization: Field Missions Administered by DPKO

Accountability: Under the direct supervision of the Chief, General Services (C/GSS), the incumbent of the post will be performing the following duties:

Organizes and plans the work of the Unit; supervises staff in the Unit and oversee daily operation; evaluates and coordinates the workflow of all mail operation; assigns and reviews work of staff to ensure accuracy and that objectives are met;

Tracks the distribution of all mail as well as pouch service;

Responsible for the coordination of mission-wide electronic archiving;

Recommends and decides on procedures and systems of operation; Determines that items for pouching and mailing are properly sorted and handled and that customers are aware of best manner of dispatch; Ensures that all items received/outgoing are accurately recorded in compliance with pouch and mail rules;

Monitors postage and mail accounts and prepares related expenditure reports;

Reviews statistics on work carried out by the Unit;

Reviews compliance data regarding pouch rules, keeps abreast of national and international postal procedures and respective charges;

Advises on the computerization of mail and pouch operations, i.e. determines suitability of software;

Ensures timely distribution of urgent mail;

Ensures proper filing of all official documents and maintains efficient filing system of the Unit;

Checks and verifies invoices for payment; prepares covering letters for invoices received and forwards them, through the Chief, General Services, to the respective sections for processing; Trains staff in all facets of works of the mail operations;

Oversees services in a cost-efficient and expedient manner to meet the needs of the Mission; Prepares yearly budget for sub-units in relation to pouch and mail;

Makes requisitions of additional supplies as required;

Ensures that proper accounting procedures are maintained on stamp sales; prepares the monthly stamp sales report for submission to the Finance Section;

Performs other duties as assigned by the Chief.

Competence:

Professionalism – In-depth knowledge of pouching and mail manual procedures, security and safety issues, proven ability to apply sound judgment in the context of assignments given; Ability to supervise and provide guidance to more junior staff;

Planning and Organizing – Proven ability to plan work of unit to meet designated deadlines;

Communications – Superior communication (spoken and written) skills; Drafting skills highly desirable;

Technological Awareness – Solid computer skills in standard computer applications (e.g. email, word processing, Internet, etc);

Teamwork – Good interpersonal skills and ability to establish and maintain effective working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;

Client Orientation – Ability to identify client's needs and appropriate solutions; Ability to establish and maintain productive partnerships with clients;

Accountability – Take ownership of all responsibilities and honors commitments; Operate in compliance with organizational regulations and rules;

Commitment to continuous learning – Initiative and willingness to learn new skills, and flexibility to changes in assignments.

Education:

Diploma in the areas of business administration or management; Additional training in postal mail handling would be an advantage; First level degree in relevant field is an advantage; Completion of secondary education or equivalent.

Experience:

Extensive experience in the area of mail, pouch and registry operations or logistics; progressively responsible experience managing operations (pouch/mail preferably); Additional experience in the UN systems and working procedures as they relate to administrative, financial rules and regulations;

Language:

Fluency in written and spoken English; Knowledge of another official UN language desirable.

Miscellaneous: