



Terms of Reference (ToR) Individual Contractor – Events Clerk

Job Opening Reference: RSCE/ICEC/3/2023

Issuance Date: 10 March 2023

Deadline Date: 17 March 2023

Type of contract: Individual Contractor

Duration: Three (03) months

Department: RSCE

Scheduled date for taking up appointment: ASAP

Title: Individual Contractor (IC) – Events Clerk	Grade: GS-2	Duty Station: Entebbe, Uganda
PLEASE NOTE THAT THIS IS A LOCALLY RECRUITED POSITION, RESTRICTED TO UGANDAN NATIONALS AND/OR LEGAL RESIDENTS OF UGANDA		
Women are strongly encouraged to apply		

Qualified female candidates will be given priority for selection (DPKO Under-Secretary General's Policy Statement on Gender Mainstreaming).

Organizational Setting and Reporting

The United Nations Regional Service Centre in Entebbe (RSCE) is a shared service center based in Entebbe, Uganda. The Centre provides efficient, client-oriented and scalable services with the goal of moving transactional, non-location-dependent administrative functions to the Centre from its client entities. This includes transactional elements of human resources, finance, multimodal movement and control, personnel and cargo transport and information and communications technology (ICT) support.

In addition to these services, the Office of the Director RSCE and support offices through the Deputy Director RSCE provides overall guidance on the operations of the RSCE including strategic planning, communication, budgeting, human resources management, property management, quality assurance and business intelligence, conference services, record keeping and archive management, and audit response and risk management.

For more information, please visit <https://rsce.unmissions.org>.

This position is located in the Regional Training and Conference Centre (RTCC) at the RSCE.

The Events Clerk reports to the Administrative Assistant.

Schedule

The IC contract will be for an initial period of three months.

Specific Tasks to be performed by the Individual Contractor

The Events Clerk will perform a wide range of diligent, reliable and courteous services to support the execution of events for the various stakeholders of the RSCE.

The Events Clerk will perform the following duties according to the needs of the Regional Training and Conference Center (RTCC):

- Direct and when necessary, escort participants and walk-in visitors to the RTCC office and the conferencing facilities, receive phone calls, documents, provide routine information about RTCC's services, route questions to appropriate personnel.
- Assist with implementing logistic arrangements planned for venue preparation ahead of events and for venue clearing following events; to include setting up and removing seats, stages and furniture in accordance with event requirements; partitioning rooms, positioning audio, videoconferencing and projection equipment and laying and packing up their associated cables, inspecting equipment and venue for damage during and after events and reporting to the appropriate personnel.
- Assist in monitoring the use, replenishment and storage of RTCC administrative and event related supplies such as water bottles, stationery, batteries, extension cords, chargers, toner, etc. and update records related to these supplies.
- Provide general office support services to help ensure the smooth functioning of RTCC, inclusive of photocopying, printing and scanning documents and other materials, for the unit and its hosted events.
- Assist with securing RTCC property inclusive of locking and unlocking RTCC access doors and windows; locking and unlocking RTCC movable assets and supplies, updating the records related to these items.
- Perform any other duties as assigned by the Supervisor.

Expected outputs

- RTCC events are set up in a timely manner and in compliance with logistics arrangements agreed with Event organizers.
- RTCC equipment and supplies are used efficiently and are carefully monitored.
- Shortages, damages and malfunctioning are quickly noticed and information relevant for their management is escalated in a timely manner.

Education

- High school diploma or equivalent is required.

Work Experience

- Minimum of 1 year work experience in formal employment is required.
- Experience with the United Nations common system, or international organization, non-governmental organization or Embassy is desirable.

Competencies:

Professionalism: Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Planning and Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Client orientation: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps a client informed of progress or setbacks in projects; meets timeline for delivery of product or services to client.

Languages

Fluency in oral and written English is required.

Additional important comments

Please note that failure to comply with the below will render your application invalid for this process.

1. All applicants must apply using a Personal History Profile/ Administrative Profile (PHP/AP) generated from inspira (visit <https://inspira.un.org>) as soon as possible after the Terms of Reference have been posted and well before the deadline stated therein.
2. All applications must be accompanied by the following which **MUST** be provided at the time of submission:
 - Personal History Profile/ Administrative Profile (PHP/AP) as generated from inspira (visit <https://inspira.un.org> to create an account and generate the PHP/AP) submitted as a PDF or JPEG attachment to the document.
 - Copies of the required education qualifications.
 - Copies of other relevant certificates.
3. Please note that only applications submitted to the email address: rsce2-recruitment@un.org will be considered. No hand-delivered applications will be accepted.
4. Please enter the job opening reference (RSCE/ICEC/3/2023) in the subject line of your e-mail.
5. Each applicant must bear in mind that submission of incomplete or inaccurate applications will render that applicant ineligible for consideration.

6. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission.
7. Applications received after the deadline will not be accepted.
8. Evaluation of qualified candidates will include an assessment exercise which may be followed by a competency-based interview.
9. This position is open to nationals of Uganda and/ or legal residents of Uganda.
10. Please note that only shortlisted candidates will be contacted further.

No fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.