**UNITED NATIONS**



### OFFICE ON DRUGS AND CRIME

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| ANNOUNCEMENT NUMBER | 12-CON-15 |
| DEADLINE FOR APPLICATIONS | 27 February 2015 |
| TITLE  | Individual Contractor  |
| ANTICIPATED DURATION | 3 months |
| ORGANIZATIONAL UNIT | UNPA |
| DUTY STATION | Vienna |
| ESTIMATED REMUNERATION\* | to be determined |

# ANNOUNCEMENT FOR CONTRACTUAL SERVICES

\* This assignment does not carry any entitlement to social benefits such as medical insurance, pension, sick leave, etc.

**BACKGROUND AND RESPONSIBILITIES:**

The United Nations Postal Administration (UNPA) has been issuing stamps to provide a philatelic window on the work of the Organization. By issuance of the philatelic products UNPA has been promoting the mandates of the Organization. The issuance and representation of UN stamps provide a power communication tool, which visually draw attention to the many and varied causes in which the United Nations is involved.

UNPA requires the services of an Individual Contractor to assist in taking photos of customers and create personalized stamp sheets using the UN generic PSS (Personalized Stamp Sheets). The Individual Contractor will assist in selling and promoting other philatelic items.

The Individual Contractor will work under the overall supervision of the UNPA European Office, Vienna (Austria), reporting to the Supervisor, and will be responsible for the smooth functioning of all activities related to the selling and promotion of Personalized Stamp Sheets as well as other UNPA philatelic products at the sales counter in Vienna.

Within the framework of this assignment, the Individual Contractor will be required to execute the following tasks:

1. Provide sales assistance at the UNPA Sales Counter and Personalized Stamp Shop (PSS), Vienna.
2. Answer customer inquiries, handle cash and credit card sales, generate daily sales reports, and also processing and franking of mails deposited for delivery.
3. Stock replenishment, generating monthly reports, stock taking and maintenance of display inventory.
4. Setting up of the photographic, computer and printing equipment needed to reproduce personalized stamp sheets for visitors and customers at the Vienna sales counter.
5. Take photos and create necessary files and back-ups for pictures taken.
6. Perform other duties as required.

**QUALIFICATIONS:**

Education: Completed secondary level education.

Professional Experience:

* At least three years of relevant, and progressively responsible, work experience in the field of Sales and Customer Relations. Photography experience and technological awareness is considered an asset.
* Good communication skills.
* Good skills in operating office equipment.
* Good understanding on how to operate digital cameras and scanning equipment.
* Demonstrated ability to work effectively in a multicultural environment.

Languages: English and French are the working languages of the United UN Secretariat. For the position advertised, fluency in English and German is required. Additional language is an asset.

All applicants are requested to complete a United Nations Personal History form (PHP), available online (inspira.un.org) or send a complete United Nations Personal History form (P.11). **Applicants should also outline in a cover letter why they consider themselves qualified for the** **position. Due to the expected high volume of applications, only candidates under serious consideration will be contacted.** All applications should be sent to consultants@unvienna.org, by e-mail with PHP/P.11 in pdf format attached and with the announcement number mentioned clearly in the subject line. **Preference will be given to equally qualified women applicants.**