



## **UNITED NATIONS SUPPORT OFFICE FOR SOMALIA (UNSO)**

**UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY  
THIS POSITION IS OPEN TO KENYA NATIONALS ONLY AND DOES NOT HAVE INTERNATIONAL BENEFITS  
FEMALE CANDIDATES ARE PARTICULARLY ENCOURAGED TO APPLY**

<b>DEADLINE FOR APPLICATIONS:</b>	<b>29 JUNE 2019</b>
<b>DATE OF ISSUANCE:</b>	<b>31 MAY 2019</b>
<b>FUNCTIONAL TITLE:</b>	<b>STAFF ASSISTANT</b>
<b>LEVEL:</b>	<b>GL-5</b>
<b>SECTION:</b>	<b>OFFICE OF THE ASSISTANT SECRETARY GENERAL</b>
<b>LOCATION:</b>	<b>NAIROBI</b>
<b>DURATION OF CONTRACT:</b>	<b>ONE (01) YEAR FIXED-TERM APPOINTMENT</b>
<b>VACANCY ANNOUNCEMENT NUMBER:</b>	<b>UNSO/SA/023/2019</b>

### **Special Notice**

This position is funded for an initial period of one year, extension of appointment will be subject to budgetary approval. Appointment against this post is on a local basis. The candidate is responsible for any travel expenses incurred to take-up the appointment. All applicants are strongly encouraged to apply on-line as soon as possible after the job opening has been posted and well before the deadline stated in the job opening.

Interested applicants who are working with UN Contractors must fulfil the obligations of their contracts with the UN Contractors to be eligible to apply for this vacancy.

### **Organizational Setting and Reporting Relationships:**

This position is located in the External Relations and Coordination Section of the United Nations Support Office in Somalia (UNSO), Nairobi. The incumbent will report to the Associate Political Affairs Officer.

### **Duties and Responsibilities;**

Within delegated authority, the Staff Assistant will be responsible for the following duties:

- Assists in the overall administration of the section/unit i.e. provides substantive and administrative assistance in managing priorities and work flow of the manager and of the work unit; assists in coordinating and monitoring of multiple and diverse activities and work processes to ensure that management directives and decisions are properly carried out and products delivered in a timely manner.
- Works closely with UNON Host Country Relations Unit (HCRU), Ministry of Foreign Affairs and other relevant Ministries in Kenya and Somalia to ensure expeditious processing of host country privileges and entitlements for UNSO/UNSOM staff members and their dependents, as well as other eligible UN personnel.
- Liaises with the relevant Embassies/Consulates based in Nairobi and Mogadishu for timely processing of visas for UNSO/UNSOM staff members travelling on official business.
- Drafts official correspondences (Notes Verbale, letters, memos, etc.) to external entities as may be required from time to time.

- Provides assistance in compiling and analyzing basic data from a variety of sources, summarizing and presenting conclusions for review by the manager.
- Serves as a communications link between supervisor and senior staff; on behalf of supervisor, keeps others informed by conveying directives, reports, status updates and other relevant information; brings sensitive and urgent matters to the attention of the manager.
- Provides assistance in time management and scheduling on behalf of the manager with appropriate consultation as required; effectively prioritizes and resolves related conflicts and competing demands.
- Screens and prioritizes all incoming correspondence; compiles relevant background documents and references; identifies issues requiring the manager's attention and refers others to the relevant officer for appropriate disposition; monitors and follows-up on actions to be taken.
- Researches, compiles and summarizes background materials for use in preparation of reports, briefs, speeches, etc; scan reports from specialized agencies, as well as newspapers, magazine, periodicals and other information sources to identify articles of interest to the manager.
- Independently handles a wide range of complex information requests and inquiries (e.g. answer requests requiring file or other research); responds, or drafts responses, to a diverse range of correspondence and other communications.
- Provides assistance to the manager in preparing presentations to intergovernmental bodies and other meetings, researching issues, preparing briefing notes, slides and subject files, gathering relevant documentation, etc.
- Provides assistance in improving administrative procedures and systems to ensure smooth functioning of the department, including filing (paper and electronic) systems.
- Oversees work of junior office support staff; establishes priorities and deadlines, assigns work and reviews outputs upon completion; trains office support staff in administrative, protocol and other relevant procedures.
- Organizes official receptions, meetings, etc., handling all necessary arrangements (e.g. room reservations, guest/participant lists, invitations, catering, seating arrangements, background documentation, special equipment, etc.).
- Prepares, processes, and classifies confidential information.
- Handles a wide range of administrative duties/processes (e.g. leave and attendance records, timesheets, travel arrangements, visa applications, expense statements, telecommunications charges, equipment purchase, service and supply requisitions, conference room bookings, etc.).
- Exercises quality-control functions for all outgoing documents; proofreads and edits texts for adherence for format, grammar, punctuation and style.
- Uses standard word processing package to produce a wide variety of large, complex documents and reports standard statistical and other reports from various databases.
- Performs other duties as assigned.

## **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; Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**Communication:** Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify and exhibits interest in having two-way communication; Tailors language, tone, style and format to match audience; Demonstrates openness in sharing information and keeping people informed.

**Team Work:** Works collaboratively with colleagues to achieve organizational goals; solicits inputs 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.

## **Qualifications**

**Education:** High School diploma or equivalent is required.

**Work Experience:** A minimum of five (5) years of progressively responsible experience in the field in administrative services or other related area. Experience in external relations, processing of diplomatic privileges and immunities is desirable. Experience working with the UN, Ministries of Foreign Affairs and Immigration of Kenya and Somalia will be an added advantage.

**Language:** English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of other language is an asset.

**Assessment Method:** Evaluation of qualified candidates for this position may include a substantive assessment which will be followed by a competency-based interview.

### **How to Apply:**

Qualified candidates may submit their applications including their United Nations Personal History Profile form (PHP) to the address mentioned below **quoting vacancy announcement number and functional title on the subject** line on or before the deadline. The PHP is on the <https://unsos.unmissions.org/jobs>. Applications submitted after the deadline **29 June 2019** will not be accepted. **Curriculum Vitae (CV) will not be accepted.** Only shortlisted applicants will be contacted for interview.

**Email:** [recruitment-unsoa@un.org](mailto:recruitment-unsoa@un.org)

**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).**