



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

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

DEADLINE FOR APPLICATIONS:	30 MAY 2018
DATE OF ISSUANCE:	16 MAY 2018
FUNCTIONAL TITLE:	ADMINISTRATIVE ASSISTANT
LEVEL:	GL-5
SECTION:	SUPPLY CHAIN MANAGEMENT
LOCATION:	NAIROBI
DURATION OF CONTRACT:	ONE (01) YEAR FIXED-TERM APPOINTMENT
VACANCY ANNOUNCEMENT NUMBER:	UNSO/SCM/026/2018

Special Notice

This position is funded for an initial period of one year, extension of appointment will be subject to budgetary approval. The duty station is subject to the 2018-2019 approved budget. 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:

The position is located in Nairobi. The incumbent will report to the Administrative Officer, Office of the Chief Supply Chain Management Service.

Duties and Responsibilities:

Under the general supervision of the Administrative Officer, Office of the Chief Supply Chain Management Service, the incumbent will perform the following responsibilities:

Human Resources Management:

Performs various actions related to the administration of the work unit's human resources activities, e.g. recruitment, placement, promotion, relocation, performance appraisal, job classification reviews, separation of staff members, training, etc., consistently applying UN rules, regulations, policies and procedures; Liaises with central administration/executive services as required; Maintains vacancy announcement files and updates track vacancy announcements; ; Provides information and advice to staff/consultants with respect to conditions of service, duties and responsibilities, and privileges and entitlements under the Staff Rules and Regulations; Monitors assigned staffing tables for a variety of human resource activities, e.g., appointments, retirement, expiration of appointments, reassignments, transfer and movement of staff; Maintains and monitors a database information system in support of performance management related activities and allowing for the relevant information to be obtained, processed, stored, and retrieved in a timely and efficient manner.

Budget and Finance:

Provides assistance in the preparation and development of the offices work programme and budget; Assists in monitoring the budget/work programme with respect to various budgets, trust funds, grant and other funds on a regular basis, and records reallocation of resources and implements the reallocations as necessary; Collects data from relevant databases and assist in predation of financial reports; Provides assistance in the review, and preparation of the medium-term plan and its revisions; May

assist managers in the elaboration of resource requirements for budget submissions; Monitors budget implementation/expenditures and records reallocation of funds as necessary; Reviews requisitions for goods and services to confirm (a) that correct object code of expenditure has been charged, and (b) availability of funds; Monitors extra-budgetary resources, in line with agreements and cost plans with special attention given to regulations and rules and established policies and procedures; Assists in the preparation of budget performance submissions; Assists in finalization of budget performance reports with attention given to variances between approved budgets and actual expenditures.

General Administration:

Provides guidance to mission and/or subordinate staff; Identifies and reports issues/problems as they arise, and recommends appropriate actions; Coordinates regularly with service units and liaises as needed with internal team members both at the mission and in outstations; Performs other related administrative duties, as required (e.g., travel, monitoring accounts and payment to vendors and individual contractors for services, reviews physical space plans and assists in the identification of office technology needs, maintenance of equipment, software and systems, organizes and coordinate seminars, conferences and translations).

Competencies

Professionalism: Ability to perform a broad range of administrative functions, e.g., budget/work programme, database management, etc. Ability to apply knowledge of various administrative, financial and procurement rules and regulations in work situations. Ability to manage processes, maintain accurate records, interpret/analyze a wide variety of data, and identify/resolve data discrepancies and activity problems. Ability to use software applications such MS Word, Excel and Power Point or similar software. 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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.

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 clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

Education: High School diploma or equivalent is required. Technical training in Finance, Budget, Human Resources Management or Administration is highly desirable.

Work Experience: A minimum of five (5) years of progressively responsible experience in administration, finance, budget, accounting, audit, human resource or related area. Solid computer skills including proficiency in word processing and spreadsheets is required. Specific knowledge of the UN administrative electronic tools, such as Umoja or ERP is desirable. Must be familiar with function-related provisions of United Nations Rules, Regulations, Manuals and Policies. Experience working at a UN field mission or UN Agencies in this capacity is desirable.

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 the local language is desirable. Knowledge of other language is an asset.

Assessment Method

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

How to Apply:

Qualified candidates may submit their applications including their United Nations Personal History form (P.11) to the address mentioned below **quoting vacancy announcement number and functional title on the subject** line on or before the deadline. The P.11 is on the <https://unsos.unmissions.org/jobs>. Applications submitted after the deadline **May 29, 2018** will not be accepted. **Curriculum Vitae (CV) will not be accepted**. Only shortlisted applicants will be contacted for interview.

Email: 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).