



**UNITED NATIONS SUPPORT OFFICE IN SOMALIA
(UNSOS)**

**UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY
FEMALE CANDIDATES ARE PARTICULARLY ENCOURAGED TO APPLY**

DEADLINE FOR APPLICATIONS : 08 DECEMBER 2016
DATE OF ISSUANCE : 25 NOVEMBER 2016
FUNCTIONAL TITLE : ADMINISTRATIVE ASSISTANT
LEVEL : GL-5
SECTION : TRANSPORT
LOCATION : NAIROBI
DURATION OF CONTRACT : ONE (1) YEAR FIXED TERM
VACANCY ANNOUNCEMENT NUMBER : UNSOS/TPT/072/2016

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 in order 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 in order to be eligible to apply for this vacancy.

Organizational Setting and Reporting Relationships:

This position is located in Nairobi, Kenya. The incumbent will report to the Chief, Transport Section.

Duties and Responsibilities

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

Provide assistance and coordination in the preparation and development of transport section work plan related activities and budget. Organize and coordinate administrative arrangements for UNSOS fleet maintenance, workshop repairs and other events including training and meetings whenever required. Prepare reports and minutes/notes for Transport Section events and distribute accordingly in an accurate and timely manner. Draft routine correspondence in accordance with UN standing instructions. Maintain accurate paper and electronic up-to-date section correspondence, documents, administrative instructions and other related material including archive of unit files.

Assist in monitoring budget/work program with respect to various budgets, trust funds, grants and other funds on a regular basis. Collect data from relevant databases and prepare customized financial reports. Provide assistance in the review and preparation of the medium-term plan and its revisions. Assist managers in the elaboration of resource requirements for budget submissions. Perform other related administrative duties, as required for example staff duty travel, monitoring accounts and payments to vendors and individual contractors for services. Monitor, report and maintain time and attendance of Transport Section staff both electronically and physically. Perform other duties as directed by the Transport Project and Planning officer.

Competencies

Professionalism: Substantive experience in, and thorough knowledge of, administrative functions (e.g., budget/ work plan, human resources, database management, etc). Extensive knowledge, regarding the application of financial, and staff regulations and rules. The skills and ability to analyze and interpret financial data. Ability to manage processes, maintain accurate records, interpret/analyze a wide variety of data, and identify/resolve data discrepancies and activity problems. Familiarity with all of the unit's business operations and objectives. 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 area of work.

Planning & Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amounts 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.

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 the audience; Demonstrates openness in sharing information and keeping people informed

Qualifications

Education

High school or equivalent diploma 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 resources or related area. Specific knowledge of the UN administrative electronic tools, such as Umoja or ERP is desirable. Experience working at UN field Mission or UN Agencies in this capacity is desirable.

Languages

French and English are the working languages of the UN Secretariat. For this post, fluency in English (both oral and written) is required; knowledge of French is desirable; knowledge of another UN official language is desirable.

Other: Solid computer skills including proficiency in word processing and spreadsheets is required.

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 form (P.11) to the address mentioned below on or before the deadline. The P.11 is on the <https://unsos.unmissions.org/jobs>. Applications submitted after the deadline **08 December 2016** will not be accepted. **CVs will not be accepted.**

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).