

UNITED NATIONS SUPPORT OFFICE IN 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

DEADLINE FOR APPLICATIONS	:	18 JUNE 2017
DATE OF ISSUANCE	:	19 MAY 2017
FUNCTIONAL TITLE	:	STAFF ASSISTANT
LEVEL	:	GL-5
SECTION	:	GEOSPATIAL, INFORMATION AND COMMUNICATIONS TECHNOLOGY (GITTS)
LOCATION	:	NAIROBI
DURATION OF CONTRACT	:	FIXED TERM APPOINTMENT
VACANCY ANNOUNCEMENT NUMBER	:	UNSO/GITTS/013/2017

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 the Geospatial, Information and Communications Technology (GITTS) Section in Nairobi. The Staff Assistant at this level reports to Chief, GITTS Section.

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.
- 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.
- 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.

- 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.
- 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.)
- 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.
- Updates and further develops internal databases; generates a variety of standard and non-standard statistical and other reports from various databases.
- Assists with the processing of payments in the ERP system and produces budget reports.
- 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.

Accountability

Takes ownership of all responsibilities and honours commitments; Delivers outputs for which one has responsibility within prescribed time, cost and quality standards; Operates in compliance with organizational regulations and rules; Supports subordinates, provides oversight and takes responsibility for delegated assignments; Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

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.

Qualifications

Education: High school diploma or equivalent is required.

Experience: A minimum of five (5) years of progressively responsible experience in the field in Administrative services or other related area.

Language: English and French are the working languages of the United Nations Secretariat. For this position, fluency in English (both oral and written) is required. Knowledge of other UN language is an advantage.

Others: Proficiency in ERP system, word processing and spreadsheets is required. UN field mission experience or other international field experience, specific knowledge of the UN administrative electronic tools, such as FSS and Galileo is desirable.

Assessment Method:

Qualified candidates will undergo 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 quoting vacancy announcement number 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 **18 June 2017** will not be accepted. **Curriculum Vitae (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).