



UNITED NATIONS ASSISTANCE MISSION IN SOMALIA (UNSONM)



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

DEADLINE FOR APPLICATIONS: 08 MARCH 2016
DATE OF ISSUANCE: 09 FEBRUARY 2016
FUNCTIONAL TITLE: TEAM ASSISTANT
LEVEL: GL-4
SECTIONS UNIT: OFFICE OF THE CHIEF OF STAFF
LOCATION: MOGADISHU
DURATION OF CONTRACT: ONE (1) YEAR FIXED TERM
VACANCY ANNOUNCEMENT NUMBER: UNSOM/COS/005/2016

Organizational Setting and Reporting Relationships:

This position is located in the UNSOM Office of the Chief of Staff (COS). The incumbent reports to the Special Assistant to the COS and will work closely with the two Administrative Assistants in the Office of the COS (OCOS).

Responsibilities:

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

- Performs a wide range of office support and administrative functions for the OCOS and other Front Offices as directed.
- Responds or drafts responses to routine correspondence and other communications; uses standard word processing package to produce a wide variety of large, complex documents and reports.
- Monitors processes and schedules related the unit's outputs, products, tasks, etc.; where applicable, assists in the verification of receipt and accuracy of requisite documents, approvals, signatures, etc. to ensure compliance with relevant legal, financial and other requirements.
- Proofreads documents and edits texts for accuracy, grammar, punctuation and style, and for adherence to established standards for format.
- Screens phone calls and visitors; responds to moderately complex information requests and inquiries (e.g. answers requests requiring file search, etc.), and as necessary, refers inquiries to appropriate personnel for handling.
- Provides secretarial, administrative and logistics support to meetings, conferences, official functions, travel arrangements etc.
- Assists in the preparation of presentation materials using appropriate technology/software/applications including word, excel, etc.
- Maintains calendar/schedules; monitors changes and communicates relevant information to appropriate staff inside and outside the immediate work unit.
- Assist in maintaining an effective filing system for easy reference and retrieval when required.
- Performs data entry and extraction functions and maintains files (both paper and electronic) and databases for work unit. Updates and maintains large distribution lists; monitors, prepares and distributes various materials, reports, where possible using electronic formats; handles arrangement for printing and translation as necessary; coordinates shipment arrangements, courier services, etc.
- Performs general administrative tasks (e.g. leave and attendance recording, arrangements for meetings other events, reservations, budget follow-up, etc.), to include preparing and/or processing administrative requests/documents (e.g. travel requests, Movement of Personnel (MOP), Special Flight Requests (SFR), contracts, expenditure authorizations, visa applications, etc.).
- Assist in protocol related services including access to the airport in informing airport authorities in a timely manner and obtain the necessary passes for official designated staff and vehicles;
- Assists in providing software and office equipment support.
- Performs other duties as assigned by the COS, the Special Assistant to the COS or the Administrative Assistants in the OCOS.

Work implies frequent interaction with the following Staff in related organizational units across the institution:

Visitors and representatives from Permanent Missions, UN Common System and other international organizations, NGOs, airport authorities, etc.

Results Expected: Effectively delivers of a wide range of administrative, logistical and office support functions under moderate supervision. Regularly assists in drafting routine correspondence and other communications, accurately and in a timely manner. Provides professional and efficient support for meetings, events and other official functions. Appropriately applies relevant policies, guidelines, procedures and processes. Establishes effective working relationships with internal and external contacts at all levels.

Competencies:

- **Professionalism** – Knowledge of general office and administrative support including administrative policies, processes and procedures. 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.
- **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.
- **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.
- **Planning & 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.
- **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.
- **Technological Awareness:** Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

Qualifications:

Education: High school diploma or equivalent.

Experience: Experience in general office support or related area is required.

Languages: 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 Somali language is an advantage.

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

Other: Knowledge of Microsoft office (word, excel, power point, etc.) is required.

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 <http://www.unon.org/content/employment-opportunities>. Applications submitted after the deadline **08 March 2016** will not be accepted. CVs will not be accepted.

Email: recruitment-unsoa@un.org

Please quote, Vacancy Announcement Number and Functional Title in the subject of the e-mail

A copy of P11 to be attached.

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).