



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: 03 APRIL 2016
DATE OF ISSUANCE: 04 MARCH 2016
FUNCTIONAL TITLE: ADMINISTRATIVE ASSISTANT
LEVEL: GL-5
SECTIONS UNIT: STRATEGIC COMMUNICATIONS AND PUBLIC AFFAIRS GROUP (SCPAG)
LOCATION: MOGADISHU
DURATION OF CONTRACT: ONE (1) YEAR FIXED TERM
VACANCY ANNOUNCEMENT NUMBER: USOM/SCPAG/016/2016

Special Notice

This position is funded for an initial period of one year and may be subject to extension. 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 UNSOS/UNSONM 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 UNSONM Strategic Communications and Public Affairs Group (SCPAG) in Mogadishu. The incumbent reports to the Information Management Assistant and will work closely with head of unit and other staff of the unit.

Responsibilities:

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

Human Resources Management

- Assists in following-up on actions related to the administration of the unit's human resource activities, e.g., recruitment, in-boarding, interviews, performance appraisal, job classification reviews, training, etc.;
- Prepares, processes and follows-up on administrative arrangements and forms related to official travel, using FSS and Umoja;
- Assists in entering, maintaining and certifying administrative data and records for time and attendance, performance appraisal, etc. in electronic information systems, such as Umoja;
- Liaises with central administrative services as necessary.

Budget and Finance

- Assists in consolidating data received and providing support to higher-level staff with respect to budget reviews;
- Assists in reviewing status of relevant expenditures and compares with approved budget;
- Assists in reviewing requisitions for goods and services to ensure (a) correct objects of expenditure have been charged and (b) availability of funds.
- Monitors accounts and payment to vendors for services;
- Processes the payment of invoices and monitor payments for Unit's activities.

General Administration

- Provides administrative and logistics support to meetings, conferences, official functions, travel arrangements and handles arrangement for printing of conference materials and translation as necessary;
- Acts as communication link between the unit and the host country;
- Drafts routine correspondence;
- Assists in the preparation of presentation materials using appropriate software/applications including Word, Excel, PowerPoint, etc.;
- Assists in maintaining and monitoring the unit's events calendar and leave schedules;
- Assists in the maintenance of up-to-date work unit files (both paper and electronic);
- Works with service units including Finance, Human Resource, Transport, MOVCON when required;
- Prepares plans for merchandise distribution and coordinates distribution and shipment arrangements;
- Performs other related administrative duties, as required, e.g., leave and attendance recording, travel booking and hotel reservations, physical space planning; identification of office technology needs and maintenance of equipment, software and systems;
- Performs a wide range of other office support and administrative functions for the SCPAG as directed.

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.
- **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: A minimum of five (5) years of progressively responsible experience in administration, finance, budget, accounting, audit, human resources or related area. Solid computer skills including proficiency in word processing and spreadsheets 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 and Somali is required. Knowledge of other United Nations language is desirable.

Other Skills: Proficiency in an Office Suite, internet and social media platforms.

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/>. Applications submitted after the deadline **3 April 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).