



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

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

DEADLINE FOR APPLICATIONS:	27 JULY 2018
DATE OF ISSUANCE:	21 JULY 2018
FUNCTIONAL TITLE:	ADMINISTRATIVE OFFICER
SECTION:	PROCUREMENT SECTION
LOCATION:	MOGADISHU, SOMALIA
TYPE OF CONTRACT:	INTERNATIONAL INDIVIDUAL CONTRACTOR
DURATION OF CONTRACT	1-9 MONTHS
VACANCY ANNOUNCEMENT NUMBER:	UNSOS/PROC-ADMIN/019/2018

Special Notice:

Interested applicants who are working with UNSOS/UNSOM Third Party Contractors must fulfil the obligations of their contracts with the UN Contractors in order to be eligible to apply for this vacancy. Applicants should also clearly indicate in their application the name of their employer.

Reporting Lines:

The Individual Contractor will report directly to the Chief Procurement Officer (CPO).

Duties and Responsibilities

Within delegated authority, the Administrative Support Officer will be responsible for the following duties: (These duties are generic and may not be performed by all Administrative Officers.)

- Takes the lead to establish office management practices and processes and prepares guidelines and standard operating procedures.
- Effectively coordinates and provides training to new incoming Procurement staff on established systems and processes.
- Assists the CPO in managing incoming and outgoing communication and drafting of formal communication and documentation.
- Provides advice and assists team members in areas of problem solving, dealing with ad-hoc issues that arise and undertakes tasks and special projects as requested.
- As directed, develops, prepares and monitors work plan, strategies and assigned programmed areas for the administrative activities to support the section.
- Effectively coordinates human resource activities for Procurement Section and other Supply Chain sections in Mogadishu in collaboration with Supply Chain Administrative Officer.
- Takes the lead with respect to the implementation of any work programme for the section, ensuring that financial resources are utilized to implement activities in accordance with the Programme Budget and allotments issued.
- Support the CPO with Audit processes by monitoring implementation of Audit/Board of Inquiry recommendations. Maintains direct liaison with Resident and External Auditors.

- Reviews audit observations submitted and drafts appropriate responses in consultation with the CPO and section chiefs under Supply Chain Management Service.
- Trains and mentors Supply Chain Management staff on administrative matters.
- Perform other duties as assigned.

Expected outputs:

- Establishes guidelines and/or SOP for office management practices and processes.
- Coordinates training of new staff to the section on established systems and processes.
- Timely drafting and management of communication.
- Completes tasks assigned on ad-hoc basis in time.
- Coordinates and manages the development and monitoring of work plan and administrative activities.
- Collaborates and Coordinates the human resource, administrative activities and Audit processes.

Competencies:

Professionalism: Knowledge of administrative, budgetary, financial and human resources policies and procedures. Ability to apply various United Nations administrative rules and regulations in work situations. Conceptual analytical and evaluative skills to conduct independent research and analysis. Ability to identify issues, formulate opinions, make conclusions and recommendations. 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.

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.

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.

Education:

Advanced university degree (Master's degree or equivalent) in business or public administration, human resources management, finance, accounting, or related field. A first-level university degree with two additional years of qualifying experience may be accepted in lieu of an advanced university degree.

Experience:

At least five (5) years of progressively responsible experience in human resources, budget, finance or general administration, and field operations. Experience in handling complex organizational issues at the international level is desirable. Hands-on experience with UN administrative/financial policies and practices is an asset. UN field mission experience is an advantage. Experience processing administrative transactions in UMOJA is highly desirable.

Languages:

English and French are the working languages of the United Nations Secretariat. For this position fluency in English (both oral and written) 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 <https://unsos.unmissions.org/jobs>. Applications submitted after the deadline **27 July 2018** 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).