



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

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

DEADLINE FOR APPLICATIONS:	15 FEBRUARY 2018
DATE OF ISSUANCE:	09 FEBRUARY 2018
FUNCTIONAL TITLE:	ADMINISTRATIVE ASSISTANT
SECTION:	COMMON SERVICE AND COORDINATION
LOCATION:	NAIROBI, KENYA
TYPE OF CONTRACT:	INDIVIDUAL CONTRACTOR (NATIONAL)
DURATION OF CONTRACT	9 MONTHS
VACANCY ANNOUNCEMENT NUMBER:	UNSOS/CSCU/005/2018

Special Notice:

Interested applicants who are working with UNSOS/UNSOM Contractors must fulfil the obligations of their contracts with the UN Contractors in order to be eligible to apply for this vacancy.

Organizational Settings and Reporting Relationships:

This position is located in the United Nations Support Office in Somalia (UNSOS) and is based in Nairobi. The incumbent will report to the Head of Common Service and Coordination Unit.

Duties and Responsibilities:

- Coordinate with Service Delivery (all service providers) and verify their user data records and generate the billing documents for invoicing based on the published rates for UNSOS support services.
- Monitor and update the cost recovery summary sheet with the generated billing documents for all consolidated UNSOS support services.
- Create sales orders for external Business partners and service orders for internal Business partners based on the consolidated UNSOS support services.
- Coordinate with the certifying officer from other organizations to certify the Services orders and follow up whole process to complete the service orders in Umoja.
- Create a registration form for any new organization as Business partner customer by submitting the BP forms to Umoja HQ.
- Brief and guide customers for their inquiries of user records, payments, procedure, rates and cost recovery mechanism. (UN AFPs, Embassies, INGOs, other Int'l Entities, Commercial entities) by sharing the existing documents. Follow up with Service providers for verification of user report.
- Coordinate with Finance Section to generate invoice or credit notes in timely manner.
- Submit the Cigna Direct payment claims monthly for UNSOS level II hospital.

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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.

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.

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 in either Finance, Accounting, Management, computer related or similar field. Sound Knowledge of MS word, excel is highly desirable.

Work Experience: A minimum of 4 years of progressively responsible experience in Finance, Accounting, Management or a directly related field is required

Languages: English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in oral and written English is required. Knowledge of another UN official languages is an advantage.

Assessment: Evaluation of qualified candidates may include an assessment exercise which may be followed by 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 **15 February 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).