



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:

DATE OF ISSUANCE:

FUNCTIONAL TITLE:

LEVEL:

SECTIONS UNIT:

LOCATION:

DURATION OF CONTRACT:

VACANCY ANNOUNCEMENT NUMBER:

03 APRIL 2016

04 MARCH 2016

ADMINISTRATIVE ASSISTANT

GL-4

POLITICAL AFFAIRS AND MEDIATION GROUP

BELETWEYNE

ONE (1) YEAR FIXED TERM

UNSONM/PAMG/013/2016

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. Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures. 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:

Within delegated authority from Head of Office, the Administrative Assistant will be responsible for the following duties:

General Administration

- Prepares, processes and follows-up on administrative arrangements and forms related to the official travel of staff.
- Drafts routine correspondence.
- Maintains files of rules, regulations, administrative instructions and other related documentation.
- Maintains up-to-date work unit files (both paper and electronic).
- Coordinates extensively with service units and liaises frequently with internal team members both at Headquarters and in the field.
- Performs other related administrative duties, as required, e.g., operational travel programme; monitoring accounts and payment to vendors and individual contractors for services; physical space planning; identification of office technology needs and maintenance of equipment, software and systems; organizing and coordinating administrative arrangements for seminars, conferences and translations.
- Orders and maintains office equipment and stationary as required, in close coordination with colleagues.

Human Resources Management

- Initiates, processes, monitors, reviews and follows-up on actions related to the administration of the unit's human resource activities, e.g., recruitment, placement, relocation, promotion, performance appraisal, job classification reviews, separation, training etc., ensuring consistency in the application of regulations and procedures.
- Enters, maintains and certifies administrative data and records for time and attendance, performance appraisal, etc. in electronic information systems.
- Reviews entitlements-related claims and reports.
- Provides advice and guidance to staff with respect to administrative procedures, processes and practices, liaising with central administrative services as necessary.
- Maintains and reviews organizational staffing tables; prints and reviews reports.

Budget and Finance

- Monitors status of expenditures and allotments, records variations, updates budget tables.
- Consolidates data received and provides support to higher-level staff with respect to budget reviews of relevant intergovernmental and expert bodies.
- Reviews status of relevant expenditures and compares with approved budget.
- Reviews requisitions for goods and services to ensure (a) correct objects of expenditure have been charged and (b) availability of funds.
- Assists in the preparation of budget performance submissions.
- Prepares statistical tables and standard financial reports.

Contract Administration

- Assists with day-to-day administration of contracts between the UN and external contractors for outsourced services.
- Audits the contractors' invoices against the goods and services provided by the contractor and approved by the UN.
- Processes the payment of contractors' invoices and monitor payments.
- Prepares and processes all UN forms and permissions for contractual and work Unit, Section or Service UN staff, including: UN grounds passes, property passes, UN parking permits, swipe-card access and door keys.

Performs other duties as required

- Assists with other administrative and logistics duties as may be required for the smooth running of the office.
- Performs a wide range of office support and administrative functions for the Head of Office and other 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 to 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 Head of Office or the Administrative Officers under delegated authority.

Work implies frequent interaction with the following:

Staff within the UN Offices in Beledweyne, Mogadishu and Nairobi, the work unit and clients in the department.

Human resources, administrative staff, accounting staff, and supply in Missions and Headquarters, general support services, conference services staff, consulting firms, and contractors.

Results Expected:

Contributes to the effectiveness and efficiency of the department/unit by providing administrative support and specialized assistance to more senior staff in the assigned areas of responsibility.

Competencies:

- **Professionalism:** Ability to perform a broad range of administrative functions in a flexible and service minded manner, e.g., budget/work programme, human resources, database management, etc. Ability to apply knowledge of various United Nations administrative, financial and human resources rules and regulations in work situations. 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.
- **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.
- **Client Orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

Qualifications:

Education: High school diploma or equivalent.

Experience: Four years of experience in administrative services, finance, accounting, audit, human resources, office management, or related area.

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/>. 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).**

