



UNITED NATIONS ASSISTANCE MISSION IN SOMALIA (UNSON)



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: 11 NOVEMBER 2017
DATE OF ISSUANCE: 12 OCTOBER 2017
FUNCTIONAL TITLE: ADMINISTRATIVE ASSISTANT
LEVEL: GL-4
SECTIONS UNIT: INTEGRATED ELECTORAL GROUP (IESG)
LOCATION: MOGADISHU
DURATION OF CONTRACT: ONE (1) YEAR FIXED TERM
VACANCY ANNOUNCEMENT NUMBER: UNSOM/IESG/032/2017

Special Notice

This position is funded for an initial period of one year, extension of appointment will be subject to budgetary approval. 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 UN Contractors must fulfil the obligations of their contracts with the Contractors in order to be eligible to apply for this vacancy.

Organizational Setting and Reporting Relationships:

This position is located within the United Nations Assistance Mission in Somalia (UNSON) and is based in Mogadishu. The incumbent will report to the Electoral Officer (P4).

Responsibilities:

Within limits of delegated authority, the Administrative Assistant at this level will be responsible for the following duties:

HUMAN RESOURCES MANAGEMENT

- Process entitlements –related claims and reports.
- Maintains and reviews organizational staffing tables;
- Follow-up on actions related to the administration of the Unit's human resources activities , e.g., recruitment, placement, relocation

BUDGET AND FINANCE

- 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 charges and (b) availability of funds.
- Assists in the preparation of statistical tables and standard financial reports.

GENERAL ADMINISTRATION

- Prepares, processes and follow-ups on administrative arrangements and forms related to the official travel of the 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).
- Assists the Electoral Officer in collecting field data, in updating and communicating information regarding electoral operations in the country.
- Ensures maintenance and operation of equipment issued/assigned to the unit as applicable;
- Reports regularly to the Electoral Officer on election operations policies and procedures adopted by the National Independent Electoral Commission (NIEC) and their implementation by local election administrations.
- Reports on the implementation of field electoral operations, which includes Electoral Logistics, Electoral Security, Electoral Information and communications technology development, Electoral Procedures, Electoral Training and Voter Registration.
- Translates memos and other documents as required;
- Assists in liaison duties as applicable with the international and national stakeholders etc.;
- Performs other related administrative duties, as required, e.g., operational travel programme; monitoring accounts and payments 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.

CONTRACT ADMINISTRATION

- Assists with day- to -day administration of contracts between the UN and external contractors for outsourced services.
- Processes payments of contractors' invoices and monitor the payments.
- Prepares and processes UN forms and permissions for contractual work and services, including UN grounds passes, property passes, UN parking permits, swipe-card access and door keys.
- Perform other duties as required by supervisor.

Competencies:

Professionalism: Well developed analytical skills. Ability to appraise and evaluate the security-related implications of economic, political, cultural and historical variables in the country. Shows pride in work and in achievements; shows pride in work and in achievements; 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 the audience; demonstrates openness in sharing information and keeping people informed.

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: A minimum of three (3) years of progressively responsible experience in the field in administrative services, finance, accounting, audit, contracting and human resources or related area.

Language: English and French are the working languages of the United Nations Secretariat. For this post, fluency in English and Somalia (both oral and written) is required. Knowledge of other United Nations language is an advantage.

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

Additional Information:

Candidates who are not selected and whose performance in the interview process nonetheless demonstrated their suitability for a similar function may be kept on a roster for up to seven(7) years. Candidates placed on the roster may be considered for selection against future vacancies for a similar function and level.

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 11 November 2017 will not be accepted. Curriculum Vitae (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.

Kindly attach a copy of P11 form, Academic Certificates, Passport and or National Identification Card. These are required as part of your application for consideration of eligibility. Please note Criminal Investigation Department (CID) and National Intelligence and Security Agency (NISA) certificates are required at a later stage of the recruitment process.

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).