
JOB POSTING DETAILS

Posting Title:	Administrative Assistant, GL-5
Job Code Title:	Administrative Assistant
Opening Number:	OSESGY-Sana'a-2017-NJO-025
Department/Office:	Office of the Special Envoy of the Secretary-General for Yemen
Location:	Sana'a, Yemen
Type of Contract:	Fixed Term
Duration of Contract:	One (1) Year Renewable
Posting period:	Two (2) Weeks

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Special Notice:

The Human Resources Section invites all interested and qualified candidates to apply for the announced position. All interested candidates should submit their applications (Personal History Profile – P11) to the Recruitment Unit via email OSESGYrecruitment@un.org.

Important Notice: Applicants are required to submit only the P-11 form at this time since OSESGY is not able to consider a Curriculum Vitae or Resume. Therefore, *only applications made via the UN P-11 form will be considered*. Additionally, please do not submit any supporting documents such as diplomas / educational certificates. These documents will be requested only from those candidates who have successfully passed the assessment / interview process.

Org. Setting and Reporting:

This position is located in the Office of Chief of Mission Support of the Office of Special Envoy of the Secretary-General for Yemen (OSESG-Yemen) in Sana'a. The Administrative Assistant will report to the Administrative Officer in Sana'a.

Responsibilities:

The Administrative Assistant is responsible for effectively and efficiently providing general administrative support to the Administrative Officer and within the limits of delegated authority, will perform the following duties:

General Administration:

- Manages meetings, VTCs, teleconferences and other coordination events, liaising with all relevant parties, as needed;
- Assists with organization of events, workshops, conferences and provides all needed administrative assistance;
- Provides guidance to staff in the Office on administrative matters;
- May provide assistance in reviewing host country agreements, budget agreements, or contributions for grants or other activities within assigned areas;
- Identifies and reports issues/problems as they arise, and recommends appropriate actions;
- Coordinates regularly with service units and liaises as needed with internal team members both at the mission and in outstations;
- Performs other related administrative duties, as required (e.g., travel , monitoring accounts and payment to vendors and individual contractors for services;
- Reviews physical space plans and assists in the identification of office technology needs, maintenance of equipment, software and systems, organizes and coordinate seminars, conferences and translations).

Human Resources Management:

- Liaises with the Human Resources Section on human resources related matters as required;
- Monitors the Office's staffing table;
- Provide guidance to staff members on check in and check out;
- Manages the mission's calendar of activities and events as well as absences and travels of mission's senior staff.

Budget and Finance:

- Provides assistance in the preparation and development of the Office's work programme and budget;
- Collects data from relevant databases and assists in preparation of financial reports; Provides assistance in the review, update and preparation of the plans, programmes and activities of the Offices;
- Reviews requisitions for goods and services to confirm (a) that correct objects code of expenditure have been charged, and (b) availability of funds;
- May assist in the preparation of the Section's budget performance submissions;

- May assist in finalization of budget performance reports with attention given to variances between approved budgets and actual expenditures.

Competencies:

Professionalism: Ability and experience across a broad range of administrative functions, which should include budget/work programme, human resources and database management; Knowledge and application of the UN systems and Staff Regulations and Rules; A high degree of commitment to ensure the proper use of the Organization's resources; Proven capability to put all the above knowledge to work, working, independently with a high degree of responsibility; 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 the 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 and Organizing: Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments and 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 and uses time efficiently.

Education:

A High school or equivalent diploma is required. A technical or vocational certificate in administrative services, finance, human resources, business administration or personnel management is desirable.

Work Experience:

A minimum of five (5) years of progressively responsible experience in administration, finance, budget, accounting, audit, human resources or related area is required. Solid computer skills

including proficiency in word processing and spreadsheets are required. Specific knowledge of the UN administrative electronic tools, such as Umoja or ERP is desirable. Knowledge of function-related provisions of United Nations Rules, Regulations, Manuals and Policies is also desirable. Experience working at a UN field mission or UN Agencies in this capacity is desirable.

Languages:

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English and Arabic (both oral and written) is required.

Assessment Method:

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

United Nations Considerations:

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. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

No Fee:

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.