
JOB POSTING DETAILS

Posting Title:	Associate Administrative Officer, NO-B
Job Code Title:	Associate Administrative Officer
Opening Number:	UNMHA-2019-NJO-017
Department/Office:	United Nations Mission to Support the Hudaydah Agreement - UNMHA
Location:	Hudaydah, Yemen
Type of Contract:	Temporary Appointment
Duration of Contract:	Six Months
Posting period:	2-8 September 2019

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

Special Notice:

This position is being advertised for advance planning purposes pending formal approval of the relevant funding and staffing structures for a duration of 6 months. An appointment may be terminated, or post level adjusted in accordance with the Staff Rules for such reasons as abolition of post or reduction of staff or committee funding approvals, for example in the event that the funding for the post is not approved or the mandate of the mission is not extended.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

Org. Setting and Reporting:

The position is located in the Office of Chief of Staff of the United Nations Mission in Support of the Hudaydah Agreement (UNMHA). The incumbent will be based in Hudaydah, Yemen and will report to the Chief of Staff.

Responsibilities:

Within the limits of delegated authority, the Associate Administrative Officer will be responsible for performing the following duties:

Human Resource Management

- Undertakes actions related to the administration of the unit's human resource activities, e.g., recruitment,

placement, promotion, performance appraisal, job classification reviews, separation of staff members, training etc., ensuring consistency in the application of UN rules and procedures.

- Provides information regarding conditions of service, duties and responsibilities, and privileges and entitlements under the Staff Rules and Regulations.
- Provides information on unit's staffing needs for inclusion in department's staffing table.

Budget and Finance

- Assists in developing the unit's work program and budget; analyses inputs and formulates resource allocations by work program, or business processes.
- Follow-up pending entitlements, payments and claims.
- Contributes to the development of budgetary guidelines for own unit.

General Administration

- Supervises support staff as required.
- 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 and the identification of office technology needs and maintenance of equipment, software (Umoja) and systems).
- Performs other duties as required.

Core 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.

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.

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.

Education:

Advanced university degree (Master's degree or equivalent) in business or public administration, finance, accounting, law or related field is required. A first-level university

degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience:

A minimum of two years of progressively responsible experience in administration, finance, accounting, human resources management or related area is required.

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:

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