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## JOB POSTING DETAILS

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Posting Title:	<b>ADMINISTRATIVE ASSISTANT, GL-5</b>
Job Code Title:	<b>ADMINISTRATIVE ASSISTANT</b>
Opening Number:	<b>OSESGY-2020-NJO-003</b>
Department/Office:	<b>Office of the Special Envoy of the Secretary-General for Yemen</b>
Location:	<b>Amman, Jordan</b>
Type of Contract:	<b>Fixed-Term</b>
Duration of Contract:	<b>1 year</b>
Posting period:	<b>09– 19 July 2020</b>

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

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### **Special Notice:**

The Office of the Special Envoy of the Secretary General for Yemen 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](mailto: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 Security Sector Reform Section of the Office of Special Envoy of the Secretary-General for Yemen (OSESG-Yemen) in Amman. The Administrative Assistant will report to the Senior Security Sector Reform Officer.

## **Responsibilities:**

Under the general supervision of the Senior Security Sector Reform Officer, the incumbent will perform the following responsibilities:

### **General Administration:**

- Manages a wide range of administrative duties in support of the section, including in the assistance of managing work priorities and workflows.
- Assists in developing and improving administrative procedures.
- Collects information, manages internal databases and supports in knowledge-management processes.
- Provides guidance to mission and/or subordinate staff; where relevant, establishes priorities and deadlines, assigns work and reviews outputs upon completion; trains office support staff in administrative procedures.
- May provide assistance in preparing memos, *note verbales*, 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, visas, 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:**

- Serves as a focal point to the Human Resources department as required. Performs various actions in support of the unit's human resource activities, e.g., screening of applicants, participate in interviews, compile recruitment documents and selection memos within existing UN rules, regulations, policies and procedures.
- Responsible for identifying training opportunities and sharing them with the team.
- Provides advice and answers general queries on human resources issues; provides information to staff/consultants with respect to conditions of service, duties and responsibilities, and privileges and entitlements within existing UN rules, regulations, policies and procedures. advises staff on visa matters.
- Monitors section's staffing table and coordinates with the Human Resources section on a variety of human resource activities, e.g., expiration of appointments, reassignments, relocation and movement of staff.

### **Program and Budget Management:**

- Provides assistance in the preparation and development of the office's work programme and budget.

- Assists in the preparation of budget submissions; assists in the finalization of cost estimates and budget proposals, in terms of staff and non-staff requirements for the mission including programmatic aspects.
- Assists in monitoring the budget/work programme with respect to timelines and various budgets, and records reallocations of resources and implements the reallocations as necessary.
- Collects data and assists in preparation of financial and/or program implementation reports.
- Reviews requisitions for goods and services to confirm (a) that correct objects code of expenditure have been charged, and (b) availability of funds.
- Monitors extra-budgetary resources, including the management of external contracts, in line with agreements, cost plans, and monitoring and accounting requirements.

### **Core 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.

**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; 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.

**Education:**

High school diploma or equivalent is required. Technical training in Finance, Budget, Human Resources Management or Administration is highly desirable.

**Work Experience:**

A minimum of five (5) years of progressively responsible experience in administration, finance, budget, accounting, audit, human resources or related area. Solid computer skills including proficiency in word processing and spreadsheets is required. Specific knowledge of the UN administrative electronic tools, such as Umoja or ERP is desirable. Must be familiar with function-related provisions of United Nations Rules, Regulations, Manuals and Policies. Experience working at 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.