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## JOB POSTING DETAILS

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Posting Title:	ADMINISTRATIVE ASSISTANT, GL-6
Job Code Title:	ADMINISTRATIVE ASSISTANT
Opening Number:	OSESGY-2021-NJO-001
Department/Office:	Office of the Special Envoy of the Secretary-General for Yemen
Location:	Amman, Jordan
Type of Contract:	Temporary
Duration of Contract:	Through 31 December 2021
Posting period:	26 January – 02 February 2021

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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 Office of the Chief of Staff of the Office of the Special Envoy of the Secretary-General to Yemen (OSESG-Yemen) in Amman. The Administrative Assistant will report to the Chief of Staff.

## **Responsibilities:**

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

- Drafts routine correspondence to respond to enquiries in respect to relevant administrative, financial audit, personnel matters, including code cables and note verbales. Controls, updates and maintains the Office's filing system maintains files and databases of correspondence and administrative documents; Assists in the management of information by screening and responding to request for information, and through overall data management;
- Coordinates with the Offices of the Special Envoy and Deputy Head of Mission, the Peace Support Project and other service sections/units and liaises frequently with internal team members in the field mission.
- Performs other related administrative duties, as required, including supporting high-level delegation visits, liaising with ministries for meetings and conferences and supporting travel arrangements for OSESGY's front office.
- Initiates, reviews, processes and follows-up on actions related to the administration of the Front Office's human resource activities, ensuring consistency in the application of UN rules and procedures.
- Updates staffing table as needed and prepares relevant statistical data/charts.
- Manages time and attendance records and leave monitoring for OCOS.
- Provides assistance and coordination in the preparation and development of the unit's work program and budget.
- Co-ordinates with other finance and budget staff on related issues during preparation of budget reports.
- Prepares and processes all forms and permissions for the Front Office.
- Performs other duties, as required.

## **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.

**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.

**Work Experience:**

A minimum of seven (7) years of progressively responsible experience in the field in administrative services, finance, accounting, audit, human resources or related area. Performance of administrative and secretarial functions for senior officials involving wide contact with diplomatic personnel and various high offices is desirable. Proficiency and in-depth knowledge of UN system's operation is required. Proficiency in various MS Office applications (Excel, Word) and other IT applications 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.