
JOB POSTING DETAILS

Posting Title:	Team Assistant, GL-4 (2 positions)
Job Code Title:	Team Assistant
Opening Number:	OSESGY-2017-NJO-013 (Sana'a)
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:	Three (3) Weeks

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

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.

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 the Special Envoy of the Secretary-General to Yemen (OSESG-Yemen). The Team Assistant will be based in Sana'a, Yemen and will report to the Senior Security Sector Reform Officer.

Responsibilities:

The Team Assistant is responsible for providing administrative support within the Security Sector Section, and within the limits of delegated authority, will:

- Perform a wide range of office support and administrative functions;
- Respond or draft responses to routine correspondence and other communications; use standard software document processing packages to produce a wide variety of large, complex documents and reports;
- Monitor processes and schedules related to the Sections outputs, products, tasks, etc;
- Assist in researching, compiling and organizing information and reference materials from various sources for reports, work plans, studies, briefings, meetings/conferences, etc;
- Assist in the generation of a variety of reports, work orders, etc., using various databases;
- Provide contextual analysis regarding current events, projects supported by the Security Sector Section etc.;
- Under close supervision, manages small projects on his/her own, within the area of conflict, peace and security;
- Assist the supervisor in reviewing documents and edits texts for accuracy, grammar, punctuation and style, and for adherence to established standards for format;
- Screen phone calls and visitors; responds to moderately complex information requests and inquiries (e.g. answers requests requiring file search, etc.), and as necessary, refers inquiries to appropriate personnel for handling;
- Provide secretarial, administrative and logistics support to meetings, boards, committees, conferences, etc;
- Assist in the preparation of presentation materials using appropriate technology/software;
- Maintain calendar/schedules; monitors changes and communicates relevant information to appropriate staff inside and outside the immediate work unit/section;
- Perform data entry functions;
- Review, record, distribute and/or process mail and other documents; follow-up on impending actions;
- Perform general administrative tasks (e.g. leave and attendance recording, arrangements for meetings and other events, reservations, budget follow-up, etc.), to include preparing and/or processing administrative requests/documents (e.g. requisitions, purchase orders, travel requests, contracts, expenditure authorizations, visa applications, etc.);
- Create and maintain files (both paper and electronic) and databases for work unit/section;
- Operate and maintains a variety of office equipment in the performance of basic office functions, e.g. photocopier, facsimile, printer, scanner, etc;
- Provide guidance to less experienced staff on general office processes and procedures, computer applications, etc;
- Perform other duties as assigned.

Competencies:

Professionalism: Knowledge of, and ability to apply financial rules, regulations and procedures in the UN environment; Ability to maintain accurate records, review and interpret a wide variety

of data; Ability to identify and resolve data discrepancies and operational problems; 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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects 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.

Education:

A High school or equivalent diploma is required. A field related to security sector is desirable.

Work Experience:

A minimum of three (3) years of experience in administration and general office support or related area is required. Experience working on security sector issues 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.