
JOB POSTING DETAILS

Posting Title:	Administrative Assistant, GL-6
Job Code Title:	Administrative Assistant
Opening Number:	OSESGY-2018-NJO-005
Department/Office:	Office of the Special Envoy of the Secretary-General for Yemen
Location:	Amman, Jordan
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 Special Envoy of the Secretary-General for Yemen (OSESGY) in Amman. The Administrative Assistant will report to the Chief of Staff.

Responsibilities:

Within delegated authority, and under the direct supervision of the Chief of Staff, the Administrative Assistant will carry out the following duties:

- Performs a wide range of office-support, administrative and protocol-related functions.
- Responds or drafts responses to routine correspondence and other communications · Assists in researching, compiling and organizing information and reference materials from various sources for reports, work plans, studies, briefings, meetings/conferences, etc.
- Assists in the generation of a variety of reports, work orders, etc., using various databases.
- Performs data entry functions.
- Reviews, records, distributes and/or processes mail and other documents; tracks and follows up on pending actions.
- Performs general administrative tasks (e.g. leave and attendance recording, arrangements for meetings and other events, reservations, budget follow-up, etc.); assists with the preparation and processing of administrative requests/documents (e.g. requisitions, purchase orders, travel requests, contracts, expenditure authorizations, visa applications, etc).
- Maintains files (both paper and electronic) and databases for work unit/section. · Operates and maintains a variety of office equipment in the performance of basic office functions, e.g. photocopier, facsimile, printer, scanner, etc.
- Provides guidance to less experienced staff on general office processes and procedures, computer applications, etc.
- Participates in the planning and organizing of meetings, conferences and events; assists in making arrangements for high-level visits; engages in follow-up activities with the Ministry of Foreign Affairs, including on matters relating to OSESGY personnel; provides protocol services for official functions and social events hosted by the Special Envoy.

Competencies:

Professionalism: Demonstrates ability to perform a broad range of administrative and protocol functions; has knowledge of and experience in the application of the Organization's regulations and rules; shows commitment to highest standards of professionalism and ability to work independently and responsibly, ensuring proper use of the Organization's resources, in accordance with its rules and regulations; 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. A technical or vocational certificate in administrative services, finance, human resources, business administration or personnel management is desirable.

Work Experience:

A minimum of three (7) years of experience in administration and general office support or related area is required. Solid computer skills including proficiency in word processing and spreadsheets are required. Experience in the United Nations system and in protocol functions is highly 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.