
JOB POSTING DETAILS

Posting Title:	Administrative Assistant, GL-4
Job Code Title:	Administrative Assistant
Opening Number:	OSESGY-2018-NJO-012
Department/Office:	Office of the Special Envoy of the Secretary-General for Yemen
Location:	Amman, Jordan
Type of Contract:	Temporary Appointment
Duration of Contract:	364 days
Posting period:	03 – 24 November 2019

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 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 Administrative Officer through the Administrative Assistant at the FS-5 level.

Responsibilities:

The Administrative Assistant is responsible for providing administrative support within the Office of Mission Support, and within the limits of delegated authority:

General Administration

- Prepares, processes and follows-up on administrative arrangements and forms related to the official travel of staff.
- Drafts routine correspondence.
- Monitors generic email account for incoming correspondences and distributes them to the respective recipients.
- Maintains files of rules, regulations, administrative instructions and other related documentation.
- Assemble briefing materials and prepare PowerPoint presentations and other materials as required.
- Maintains up-to-date work unit files (both paper and electronic) and tracking list.
- Support in all protocol matters and answer/direct calls and inquiries.
- Performs other related administrative duties, as required, e.g., operational travel programme; translations, monitoring accounts and payment to vendors and individual contractors for services; physical space planning; identification of office technology needs and maintenance of equipment, software and systems.

Contract Administration

- Prepares and processes UN forms and permissions for contractual work and services, including UN grounds passes, property passes, UN parking permits, swipe-card access and door keys.
- Perform other duties as required by the supervisor.

Human Resources Management

- Enters, maintains and certifies administrative data and records for time and attendance, performance appraisal, etc. in electronic information systems.
- Process entitlements-related claims and reports.
- Maintains and reviews organizational staffing tables; prints and reviews Umoja reports.
- Follows-up on actions related to the administration of the unit's human resource activities.

Budget and Finance

Monitors status of expenditures and allotments through Umoja, records variations, updates budget tables.

- Reviews status of relevant expenditures and compares with approved budget.
- Reviews requisitions for goods and services to ensure (a) correct objects of expenditure have been charged and (b) availability of funds.

Competencies:

Professionalism: Demonstrates ability to perform a broad range of administrative 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 (03) years of progressively responsible experience in the field in administrative services, finance, accounting, audit, contracting and human resources or related area.

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.