
JOB POSTING DETAILS

Posting Title:	ADMINISTRATIVE OFFICER, NOC
Job Code Title:	ADMINISTRATIVE OFFICER
Opening Number:	OSESGY-2021-NJO-002
Department/Office:	Office of the Special Envoy of the Secretary-General for Yemen
Location:	Aden, Yemen
Type of Contract:	Fixed-Term
Duration of Contract:	One (1) Year Renewable
Posting period:	04 March – 18 March 2021

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 Office of the Chief of Mission Support in the Office of the Special Envoy of the Secretary-General for Yemen (OSESGY) in Aden. The Administrative Officer will report to the P-4 Administrative Officer in Amman.

Responsibilities:

The Administrative Officer is responsible for effectively and efficiently managing all administrative matters related to the Office of the CMS, including coordination, operations management, human resources management, budget and finance management, in addition to providing general administrative support to the section/office staff. Within the limits of delegated authority, the Administrative Officer will perform the following duties:

Human Resource Management

- Effectively coordinates actions relative to the administration of human resources activities, e.g., recruitment, placement, promotion, performance appraisal, job classification reviews, separation of staff members, training etc., ensuring consistency in the application of UN rules and procedures.
- Defines conditions of service, duties and responsibilities, and privileges and entitlements under the Staff Rules and Regulations.

Budget and Finance

- Takes the lead with respect to the preparation and implementation of the work programme, ensuring that financial resources are utilized to implement activities in accordance with the Programme Budget and allotments issued.
- Monitors and reviews the work programme and budget by conducting regular and special reviews to assess progress of actual work versus the programme plan. Coordinates the production of programme reports.
- Defines requirements and work with systems units with respect to improving budget reporting systems and cost-effective utilization of program resources.
- Develops procedures and implement same to ensure that accounting and financial management controls are consistent with UN policy and practice.
- Supervises and/or provides guidance on financial administration and management information issues and practices to colleagues.
- Provides guidance and leadership to more junior staff.

General Administration

- Oversees work related to procurement, billing and receipt of income from various services, operational travel programme, procurement monitoring and evaluation of vendor contracts/payment to vendors and individual contractors for services
- Reviews adequacy of departmental space requirements
- Oversees the identification of office technology needs and maintenance of equipment, software and systems, coordinating enhancements as necessary
- Drafts routine correspondence and responds to enquiries relevant to administrative issues
- Develops and maintains close relations/communication with UN Country Team colleagues, and Government representatives on all operational aspects
- Prepares briefing notes and talking points
- Assists in mission plans, and prepare mission documentation and other requirements for travel, accommodation, security clearance, etc.;
- Manages the overall functioning of the Aden office facilities
- Performs other related work 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:

Advanced university degree (Master's degree or equivalent) in business or public administration, human resources management, finance, accounting, or related field. A first-level university degree with two additional years of qualifying experience may be accepted in lieu of an advanced university degree.

Work Experience:

At least five (5) years of progressively responsible experience in human resources, budget, finance or general administration. Experience in handling complex organizational issues at the international level is desirable. Hands-on experience with UN administrative/financial policies and practices is an asset.

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.