
JOB POSTING DETAILS

Posting Title:	Team Assistant, GL-2 (multiple positions)
Opening Number:	UNMHA-2019-NJO- 023
Department/Office:	United Nations Mission to Support the Hudaydah Agreement - UNMHA
Location:	Sana'a, Yemen
Type of Contract:	Temporary Appointment
Duration of Contract:	Six Months
Posting period:	18-25 Nov 2019

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

Special Notice:

This position is being advertised for advance planning purposes pending formal approval of the relevant funding and staffing structures for a duration of 6 months. An appointment may be terminated, or post level adjusted in accordance with the Staff Rules for such reasons as abolition of post or reduction of staff or committee funding approvals, for example in the event that the funding for the post is not approved or the mandate of the mission is not extended.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

Org. Setting and Reporting:

The position is located in the Supply Chain Management Pillar of the Mission Support Component of the United Nations Mission in Support of the Hudaydah Agreement (UNMHA). The incumbent will be based in Sanaa, Yemen and will report to the Officer-in-Charge of MOVCON.

Responsibilities:

Within the limits of delegated authority, the Team Assistant at the GL-2 level will be responsible for performing the following duties (These duties are generic and may not be carried out by all team assistants) :

- Prepares passenger manifests for air and road movements using the Mission's electronic tools;
- Assists to reception and dispatching of passengers to and from the airport terminal;
- Reviews the correct submission of relevant documents required to request passenger movements;
- Performs data entry, updates and verifies all information and records of MOVCON daily occurrences for weekly/monthly reports
- Assist in the cargo handling. Compiles Cargo Movement Requests and prepares them for shipping;
- Liaises with local authorities upon arrival of passengers in Sana'a terminal;
- Execute relevant transaction in the Mission's Systems to reflect movements of cargo and passengers;
- Participates in cargo inspections previous to shipments;
- Assist in the shipment of personal belongings from Observers to/from their duty station and the international airport;
- Maintains calendar/schedules; monitors change and communicates relevant information to appropriate staff inside and outside the immediate work unit.
- Reviews, records, routes and/or processes mail or other documents; gathers pertinent background material; tracks and monitors follow-up action as required.
- Receives phone calls and visitors, and responds to routine inquiries and information requests, including drafting routine written responses, or routes to appropriate personnel for handling as required.
- Maintains files (both paper and electronic) and databases for work unit.
- Updates and maintains large distribution lists; assembles documents, reports and other materials for global dissemination, where possible using electronic formats; coordinates courier services.
- Performs basic data entry and extraction functions.
- Checks accuracy of simple calculations, coding, data, etc
- Performs a variety of administrative duties (e.g. leave recording, meeting organization, reservations, office supply and equipment orders, etc.); including preparing and/or processing administrative requests/documents (e.g. travel requests, expense claims, vouchers, visa applications, MOPs, NVs, etc.).
- Prepares up-to-date inventory reports on a regular basis;
- Performs other transport related duties when required.

Core Competencies:

Professionalism: 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.

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.

Client Orientation: Considers all those to whom services are provided to be "clients " and seeks to see things from clients' point of view; Establishes and maintains productive partnerships with clients by gaining their trust and respect; Identifies clients' needs and matches them to appropriate solutions; Monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; Keeps clients informed of progress or setbacks in projects; Meets timeline for delivery of products or services to client.

Education:

A high school diploma or equivalents is required. Driver training with a valid driver's license is also required.

Work Experience:

A minimum of two (2) year of driving experience with a valid light vehicle driver's permit. Must possess validated two (2) years working experience in administrative responsibilities.

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 mandatory.

Assessment:

Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based interview.