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## JOB POSTING DETAILS

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<b>Posting Title:</b>	<b>Administrative Assistant, GL-5</b>
<b>Job Code Title:</b>	<b>Administrative Assistant</b>
<b>Opening Number:</b>	<b>UNMHA-Hudaydah-2019-NJO-24</b>
<b>Department/Office:</b>	<b>The United Nations Mission to Support the Hudaydah Agreement</b>
<b>Location:</b>	<b>Sana'a, Yemen</b>
<b>Type of Contract:</b>	<b>Temporary Appointment</b>
<b>Duration of Contract:</b>	<b>Six months with possible extension</b>
<b>Posting period:</b>	<b>19 - 25 November 2019</b>

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

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### **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:**

This position is located in the Office of Chief of Mission Support of the Office of United Nations Mission to Support the Hudaydah Agreement (UNMHA). The Administrative Assistant will be based in Sana'a and will report to the Political Affairs Officer in Sana'a.

### **Responsibilities:**

The Administrative Assistant is responsible for effectively and efficiently providing general administrative support to the Administrative Officer and within the limits of delegated authority, will perform the following duties:

## **General Administration:**

- Manages meetings, VTCs, teleconferences and other coordination events, liaising with all relevant parties, as needed;
- Assists with organization of events, workshops, conferences and provides all needed administrative assistance;
- Liaises with local authorities as needed;
- Follows up on substantive and operational correspondence and drafts it/contributes to drafting it;
- Keeps record of all operational and logistic correspondence with local authorities and within the mission.
- Provides background information related to the political situation in the country.
- Provides guidance to staff in the Office on administrative matters;
- Provides guidance and advice to clients on documentary requirements for travel, entitlements, leave, and other administrative questions.
- Assists clients with the completion and submission of documents and with the completion of requests in electronic databases like FSS or Umoja.
- May provide assistance in reviewing host country agreements, budget agreements, or contributions for grants or other activities within assigned areas;
- Identifies and reports issues/problems as they arise, and recommends appropriate actions;
- Coordinates regularly with service units and liaises as needed with internal team members both at the mission and in outstations;
- Performs other related administrative duties, as required., travel, monitoring accounts and payment to vendors and individual contractors for services;
- Reviews physical space plans and assists in the identification of office technology needs, maintenance of equipment, software and systems, organizes and coordinate seminars, conferences and translations.
- Assists with the management of accommodation on board the Antarctic Dream and in land-based accommodation.
- Drafts and prepares for signature, where appropriate, official correspondence including interoffice memoranda, faxes, information circulars, e-mails, or similar as required.
- Tracks pending administrative matters and timely flags required mission support action.
- Develops, maintains, and keeps updated the Hudaydah mission support leave plan.
- Records, summarizes, prepares for review, and disseminates meeting protocols as necessary.
- Files documents and official correspondence as necessary.
- Maintains an electronic document repository for quick access to authorized users.
- Interprets and translates documents form Arabic into English and vice versa as needed.
- Assist the Political Affairs Officer as needed.
- Performs other duties as requested.

## **Human Resources Management:**

- Liaises with the Human Resources Section on human resources related matters as required;
- Monitors the Office's staffing table;
- Manages the mission's calendar of activities and events as well as absences and travels of mission's senior staff.

### **Budget and Finance:**

- Provides assistance in the preparation and development of the Office's work program and budget;
- Collects data from relevant databases and assists in preparation of financial reports; Provides assistance in the review, update and preparation of the plans, programs and activities of the Offices;
- Reviews requisitions for goods and services to confirm (a) that correct objects code of expenditure have been charged, and (b) availability of funds;
- May assist in the preparation of the Section's budget performance submissions;
- May assist in finalization of budget performance reports with attention given to variances between approved budgets and actual expenditures.

### **Competencies:**

**Professionalism:** Ability and experience across a broad range of administrative functions, which should include budget/work program, 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:**

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 five (5) years of progressively responsible experience in administration, finance, budget, accounting, audit, human resources or related area is required. Solid computer skills including proficiency in word processing and spreadsheets are required. Specific knowledge of the UN administrative electronic tools, such as Umoja or ERP is desirable. Knowledge of function-related provisions of United Nations Rules, Regulations, Manuals and Policies is also desirable. Experience working at a UN field mission or UN Agencies in this capacity is desirable. Excellent drafting skills is desirable. Understanding of the political situation and related nuances is desirable, experience in project management and political science 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.