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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-2021- NJO- 015</b>
<b>Department/Office:</b>	<b>The United Nations Mission to Support the Hudaydah Agreement</b>
<b>Location:</b>	<b>Hudaydah, Yemen</b>
<b>Type of Contract:</b>	<b>Fixed-Term Appointment</b>
<b>Duration of Contract:</b>	<b>one year</b>
<b>Posting period:</b>	<b>14-28 March 2021</b>

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

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### **Special Notice:**

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 report to the Senior Administrative Officer in Hudaydah.

### **Responsibilities:**

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

#### **Human Resources Management:**

- Assists with the administration of human resource activities, e.g., recruitment, placement, promotion, relocation, performance appraisal, job classification reviews, separation of staff members, training etc., consistently applying UN rules, regulations, policies and procedures. Liaises with central administration/executive services as required; Maintains vacancy

announcement files and updates track vacancy announcements; Assists with the preparation of personnel actions through the UN's current electronic tools, e.g., Umoja; Advises staff on visa matters; Provides advice and answers general queries on classification procedures and processes; Provides information and advice to staff/consultants with respect to conditions of service, duties and responsibilities, and privileges and entitlements under the Staff Rules and Regulations; Monitors assigned staffing tables for a variety of human resource activities, e.g., appointments, retirement, expiration of appointments, reassignments, transfer and movement of staff.

#### Budget and Finance:

- Provides assistance in the preparation and development of the office's work programme and budget; Assists in monitoring the budget/work programme with respect to various budgets, trust funds, grant and other funds on a regular basis, and records reallocations of resources and implements the reallocations as necessary; Collects data from relevant databases and assist in preparation of financial reports; Provides assistance in the review, and preparation of the medium-term plan and its revisions; Reviews and assists in the finalization of cost estimates and budget proposals, in terms of staff and non-staff requirements for the mission including programmatic aspects; monitors compliance with the medium-term plan and other legislative mandates; May assist managers in the elaboration of resource requirements for budget submissions; Monitors budget implementation/expenditures and records reallocation of funds as necessary; Reviews requisitions for goods and services to confirm (a) that correct objects code of expenditure have been charged, and (b) availability of funds; Monitors extra-budgetary resources, in line with agreements and cost plans with special attention given to regulations and rules and established policies and procedures; Assists in the preparation of budget performance submissions; Assists in finalization of budget performance reports with attention given to variances between approved budgets and actual expenditures; As petty cash custodian, assumes responsibility for the proper day-to-day management of petty cash resources.

#### General Administration

- Provides guidance to mission and/or subordinate staff and in particular to national staff on administrative, HR-related, and finance-related matters. 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; Cooperates closely with protocol, immigration, and travel-related units in Aden, Sana'a, and Amman; Performs other related administrative duties, as required (e.g., 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).

## Competencies

**Professionalism:** Knowledge of administrative, budgetary, financial and human resources policies and procedures; Ability to apply various United Nations administrative rules and regulations in work situations; Conceptual analytical and evaluative skills to conduct independent research and analysis; Ability to identify issues, formulate opinions, make conclusions and recommendations; 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 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.

### **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.