
JOB POSTING DETAILS

Posting Title:	Staff Assistant, G-5
Job Code Title:	Staff Assistant
Opening Number:	UNMHA-2021-TJO-018
Department/Office:	The United Nations Mission to Support the Hudaydah Agreement
Location:	Hudaydah, Yemen
Type of Contract:	Temporary Appointment
Duration of Contract:	6 months
Posting period:	29 April – 13 May 2021

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 six 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 budget approvals, for example in the event that the funding for the post is not approved or the mandate of the mission is not extended.

Org. Setting and Reporting:

The position is located in the Office of the Chief of staff of the United Nations Mission to Support the Hudaydah Agreement (UNMHA). The incumbent will be based in Hudaydah, Yemen and will report to the Chief of Staff.

Responsibilities:

Within the limits of delegated authority, the Staff Assistant will be responsible for performing the following duties:

- Assists in the overall administration of the section/unit i.e. provides substantive and administrative assistance in managing priorities and work flow of the Office of the Chief of Staff and of the work unit; assists in coordinating and monitoring of multiple and diverse activities and work processes to ensure that management directives and decisions are properly carried out and products delivered in a timely manner.
- Provides assistance in compiling and analyzing basic data from a variety of sources, summarizing and presenting conclusions for review by the manager.

- Serves as a communications link between supervisor and senior staff; on behalf of supervisor, keeps others informed by conveying directives, reports, status updates and other relevant information; brings sensitive and urgent matters to the attention of the Chief of Staff.
- Provides assistance in time management and scheduling on behalf of the Chief of Staff with appropriate consultation as required; effectively prioritizes and resolves related conflicts and competing demands.
- Screens and prioritizes all incoming correspondence; compiles relevant background documents and references; identifies issues requiring the Chief of Staff's attention and refers others to the relevant officer for appropriate disposition; monitors and follows-up on actions to be taken.
- Researches, compiles and summarizes background materials for use in preparation of reports, briefs, speeches, etc; scan reports from specialized agencies, as well as newspapers, magazine, periodicals and other information sources to identify articles of interest to the Chief of Staff.
- Independently handles a wide range of complex information requests and inquiries (e.g. answer requests requiring file or other research); responds, or drafts responses, to a diverse range of correspondence and other communications.
- Provides assistance to the Chief of Staff in preparing presentations to intergovernmental bodies and other meetings, researching issues, preparing briefing notes, slides and subject files, gathering relevant documentation, etc.
- Provides assistance in improving administrative procedures and systems to ensure smooth functioning of the Office of the Chief of Staff, including filing (paper and electronic) systems.
- Oversees work of junior office support staff; establishes priorities and deadlines, assigns work and reviews outputs upon completion.
- Organizes official receptions, meetings, etc., handling all necessary arrangements (e.g. room reservations, guest/participant lists, invitations, catering, seating arrangements, background documentation, special equipment, etc.).
- Prepares, processes, and classifies confidential information.
- Handles a wide range of administrative duties/processes (e.g. leave and attendance records, timesheets, travel arrangements, visa applications, expense statements, telecommunications charges, equipment purchase, service and supply requisitions, conference room bookings, etc.).
- Exercises quality-control functions for all outgoing documents; proofreads and edits texts for adherence for format, grammar, punctuation and style.
- Uses standard word processing package to produce a wide variety of large, complex documents and reports.
- Manages, updates, and further develops internal databases; generates a variety of standard and non-standard statistical and other reports from various databases.
- Performs other duties as assigned.

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.

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; Uses time efficiently.

Education:

A High School Diploma or equivalent is required. Training in communication, community work, project monitoring, logistical, administrative issues is desirable.

Work Experience:

Five (5) years of related work experience in providing support work for protection of civilians, disarmament, conflict resolution or peace building and/or humanitarian related work with NGOs, diplomatic entities, civil society organizations, etc.

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:

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