
JOB POSTING DETAILS

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| Posting Title: | Administrative Assistant, G-5 |
| Opening Number: | UNMHA-2023- TJO-005 |
| Job Code Title: | Administrative Assistant |
| Department/Office: | UNMHA |
| Department/Office: | United Nations Mission to Support the Hudaydah Agreement - UNMHA |
| Location: | Aden, Yemen |
| Type of Contract: | Temporary Appointment |
| Duration of Contract: | Six Months |
| Posting period: | 20- 27 February 2023 |

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 Office of the Chief of Mission Support of the United Nations Mission in Support of the Hudaydah Agreement (UNMHA). The incumbent will be based in Aden, Yemen and will report to the Administrative Officer.

Responsibilities:

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

Human Resources Management:

- Liaises with central administration/executive services on human resources issues as may be required;
- Advises staff and support on Visa\Residency matters.
- Provides advice and answers general queries on classification procedures and processes.

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.

General Administration:

- Performs a wide range of office support and administrative functions.
- Maintains files (both paper and electronic) and databases for work unit.
- Provides 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 (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).
- Assists in mission plans, and prepare mission documentation and other requirements for travel, accommodation, security clearance, etc.
- Liaises with the relevant government ministries, MOFA, MOI, etc. for the required clearances as requested.
- Perform other tasks as required by the supervisor.

Core Competencies:

Professionalism: Ability to perform a broad range of administrative functions, e.g., human resources, database management, etc. Ability to explore and extrapolate data retrieved from multiple sources and demonstrate capability to analyse and provide inferences; Ability to apply knowledge of various administrative, financial and human resources rules and regulations in work situations; 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. Technical training in Finance, Budget, Human Resources Management or Administration is desirable.

Work Experience:

A minimum of five (5) years of progressively responsible experience in administration, finance, budget, or related area is required. Solid computer skills including proficiency in word

processing and spreadsheets is required. Specific knowledge of the UN administrative electronic tools, such as Umoja or ERP is desirable. Must be familiar with function-related provisions of United Nations Rules, Regulations, Manuals and Policies. Experience working at 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:

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