
JOB POSTING DETAILS

Posting Title:	UNMHA Team Assistant- Procurement, GL-2
Job Code Title:	Team Assistant
Opening Number:	UNMHA - 2022- TJO- 007
Department/Office:	United Nations Mission to Support the Hudaydah Agreement - UNMHA
Type of Contract:	Temporary Appointment
Location:	Amman- Jordan
Posting period:	5-12 July 2022

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

Special Notice:

The Human Resources Section Invites all interested and qualified candidates to apply for the announced position. All interested Candidates should submit their applications (Personal History Profile – P11) to the Recruitment Unit via email unmha-recruitment@un.org

Important Notice: Applicants are required to submit only the P-11 form at this time, so please do not submit any additional documents such as Curriculum Vitae or educational certificates. These documents will be requested only from those candidates who have successfully passed the assessment/interview process.

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 Procurement Unit of the Mission Support Component of the United Nations Mission in Support of the Hudaydah Agreement (UNMHA). The incumbent will be based in Amman- Jordan and will report to Procurement Assistant in Amman. The post is available for a temporary period through 31 December 2022.

Responsibilities:

Within limits of delegated authority, the Team Assistant may be responsible for the following duties:

- Perform a wide range of office support and administrative functions in Procurement Section
- Support procurement assistants/buyers in processing of various procurement tasks including but not limited to drafting of outgoing correspondences, processing contract

amendment / extensions, processing bid abstracts, costs analysis, supporting solicitation processes, review of contract expiry dates and expenditures against not to exceed amounts and sending reminders to sections for action.

- Provide secretarial, administrative and logistics support for meetings, boards, committees, conferences, etc.
- Assist buyers/CPO in filing and documents of procurement records both in share portal and in files.
- Assist in the smooth running of the office by providing efficient and timely administrative support.
- Review incoming procurement requests to ensure completeness, ensure formal receipt and update of incoming logs.
- Assists in duplication of documents and be responsible for their distribution to respective sections/units and filing copies thereof.
- Maintain a calendar of the appointments of the Senior Manager, including official visits within and outside the mission area.
- Collection and delivery of mail, pouch, documents, and other supplies/materials.
- Consolidate monthly requests for office supplies for the section.
- Perform other tasks as required by the supervisor.

Competencies:

Professionalism – Knowledge of basic clerical functions. Ability to operate standard office equipment. 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.

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: High School diploma or equivalent.

Experience: A minimum of 1 (one) year of progressive responsible experience in general office support or related area is required. Experience in Procurement / Contracts Management or supply chain related fields is desirable.

Language: English and French are the working languages of the United Nations secretariat. For the post advertised, fluency in oral and written English and Arabic is required.

Assessment: Evaluation of qualified candidates may include an informal 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.