
UNITED NATIONS VERIFICATION MISSION IN COLOMBIA
JOB OPENING
Internal / External

Job Title & Level:	Administrative Assistant (GS-4)
Department/Office:	UN VERIFICATION MISSION IN COLOMBIA (UNVMC)
Location:	Multiple Duty Stations: Arauca Sincelejo Neiva
Posting Period:	28 November to 12 December 2018
Job Opening Number:	MC-NJO-2018-032

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

RECRUITMENT FOR THIS POSITION IS SUBJECT TO FUNDING AND APPROVAL OF THE MANDATE

The Human Resources Unit invites all interested and qualified candidates to apply for the advertised position. All interested candidates should submit their applications (Personal History Profile - P11 and/or CVs) and copies of their educational certificates to the Recruitment Unit via the email: MCrecruitment@un.org.

We encourage candidates from the regions to apply to this position.

Please include the job opening number of the above position in your e-mail application. Acknowledgment of receipt will be sent to short listed candidates only.

Organizational Setting and Reporting

These positions are located in Arauca, Sincelejo and Neiva sub-regional offices of the UNVMC. The Administrative Assistant will report to the Liaison Officer (P4).

Responsibilities

Under the overall direction of the Liaison Officer (P-4) and within limits of delegated authority, the Administrative Assistant will be responsible for the following duties:

- Performs a wide range of office support and administrative functions;
- Provides advice and guidance to staff with respect to administrative procedures, processes and practices, liaising with central administrative services as necessary;
- Initiates, processes, monitors, reviews and follows-up on actions related to the administration of the sub-offices's human resource activities;
- Responds or drafts responses to routine correspondence and other communications; uses standard software document processing packages to produce a wide variety of large, complex documents and reports;
- Monitors processes and schedules related to the sub-office's outputs, products, tasks, etc.;
- Prepares processes and follows-up on administrative arrangements and forms related to the official travel of staff.

Assists in researching, compiling and organizing information and reference materials from various sources for reports, work plans, studies, briefings, meetings/conferences, etc.;

- Assists in the generation of a variety of reports, work orders, etc., using various databases;
- Assists in the preparation of budget performance submissions.
- Screens phone calls and visitors; responds to moderately complex information requests and inquiries (e.g. answers requests requiring file search, etc.), and as necessary, refers inquiries to appropriate personnel for handling;
- Provides secretarial, administrative and logistics support to meetings, boards, committees, conferences, etc.;
- Assists in the preparation of presentation materials using appropriate technology/software;
- Maintains calendar/schedules; monitors changes and communicates relevant information to appropriate staff inside and outside the immediate work unit/section;
- Performs data entry functions;
- Reviews, records, distributes and/or processes mail and other documents; follows-up on impending actions;
- Performs general administrative tasks (e.g. leave and attendance recording, travel arrangements, UMOJA support, arrangements for meetings and other events, reservations, budget follow-up, etc.), to include preparing and/or processing administrative requests/documents (e.g. requisitions, purchase orders, travel requests, contracts, expenditure authorizations, visa applications, etc.);

- Maintains files (both paper and electronic) and databases for work unit/section;
- Operates and maintains a variety of office equipment in the performance of basic office functions, e.g. photocopier, facsimile, printer, scanner, etc;
- Provides guidance to less experienced staff on general office processes and procedures, computer applications, etc;
- Liaises and assists in coordination of logistics support with Mission Support-Logistics operations HQ and other mission components.
- Monitors and reports on implementation of logistics plans, including movement and delivery of assets and completion of project functions as required.
- Travel to local team sites for administrative purposes or to support with Mission Support Activities.
- Performs other duties as assigned.

Competencies

Professionalism: Ability to perform a broad range of administrative functions, e.g., budget/work programme, human resources, database management. 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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects 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

High school diploma or equivalent.

Work Experience

A minimum of three years of experience in administrative services, finance, accounting, audit, human resources or related area is required. Experience working in international organizations is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the post advertised, basic knowledge of English (both oral and written) is required.

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.