
UNITED NATIONS VERIFICATION MISSION IN COLOMBIA JOB OPENING Internal / External

Job Title & Level:	TEAM ASSISTANT (PASS AND ID/ DRIVER) GL-3
Department/Office:	UN VERIFICATION MISSION IN COLOMBIA/UNDSS INTEGRATED SECURITY IN COLOMBIA
Location:	BOGOTA, COLOMBIA
Posting Period:	15 November - 30 November 2017
Job Opening Number:	MC-NJO-2017-051

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

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 form, which can be found at <https://colombia.unmissions.org/empleo> No CVs will be accepted) at the following e-mail address: mcrecruitment@un.org

Please do not submit any additional certificates/diplomas, employment letters and other documents at this stage of the application process, only the P11 form is sufficient. If you need more P11 pages, please print and add them as additional pages to the P11 submission. Please make sure the e-mail application is not larger than 5MB in size.

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

Organizational Setting and Reporting:

This position is located within UNDSS Integrated Security in Colombia. The Administrative Assistant (Pass & ID-Driver) reports to the Deputy Chief Security Officer and works in coordination with the Administrative Assistant (GS5).

Responsibilities

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

Administrative Tasks

- Performs various actions related to the administration of the work unit's human resource activities, consistently applying UN rules, regulations, policies and procedures. Liaises with central administration/executive services as required;
- Monitors assigned staffing tables for a variety of human resource activities,.

Identification and access control:

- Manage the ID Unit of Mission Security, conducting the registration of Staff, identification and biometric registration for access control to the Mission HQ.

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;
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- May assist managers in the elaboration of resource requirements for budget submissions;

Driving:

- Perform tasks as driver of UN vehicles as required.

Competencies:

Professionalism: Ability to perform a broad range of administrative functions, e.g., budget/work programme, human resources, database management, etc. Ability to apply knowledge of various United Nations 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. Ability to drive UN vehicles including 4x4 and armored. 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.

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 audience; demonstrates openness in sharing information and keeping people informed.

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.

Education:

A high school diploma or equivalent is required. Technical training in Administration, Budget, Human Resources Management or Finance is desirable. Valid driving license.

Experience:

Experience in general office support or related area is desirable. Ability to drive UN vehicles including 4x4 and armored. 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 post advertised, fluency in Spanish (both oral and written) and working knowledge in English is required.