
UNITED NATIONS VERIFICATION MISSION IN COLOMBIA
TEMPORARY JOB OPENING
Internal / External

Job Title & Level: Administrative Assistant / GL-4
Department/Office: UN VERIFICATION MISSION IN COLOMBIA (UNVMC)/HR Unit
Location: BOGOTA, COLOMBIA
Posting Period: 18 October - 25 October 2018
Job Opening Number: UNVMC-NJO-2018-031

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

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

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

This position is located in the Human Resources Unit of the Mission Support Component of the United Nations Verification Mission in Colombia located in Bogota. The Administrative Assistant will report to the Team Leader of Client Support Team.

Responsibilities

Under the overall direction of the Chief of HR Unit within limits of delegated authority, and the immediate supervision by the Team Lead, Client Support, the Administrative Assistant will be responsible for the following duties:

Human Resources Management

- Check-In and Check-Out Process in Field Support Suite (FSS)
- Issuing of accreditation process of International staff with the Colombian Ministry of Foreign Affairs according to the established normative.
- Processing of employment certificates
- Provides advice and guidance to staff with respect to administrative procedures, processes and practices, liaising with central administrative services as necessary.
- Sets up and Maintains up-to-date work unit files /records (both paper and electronic)
- Coordinates extensively with service units and liaises frequently with internal team members both at Headquarters and in the field.
- Provides general office support services; processes drafts, edits, proofreads and finalizes for signature/approval a variety of correspondence and other communications; provides input and monitoring and implementation of HR processes and tasks; schedules appointments/meetings, monitors deadlines, etc.
- Initiates, processes, monitors, reviews and follows-up on actions related to the administration of the Mission's human resources activities.
- Performs other related administrative duties, as required.

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. Technical or vocational certificate in Administrative or related areas is desirable.

Work Experience

At least four (4) years of experience in administrative service, 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, fluency in English and Spanish (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.