
UNITED NATIONS VERIFICATION MISSION IN COLOMBIA

JOB OPENING

Internal / External

Job Title & Level:	Administrative Assistant (GS-5)
Department/Office:	UN VERIFICATION MISSION IN COLOMBIA (UNVMC)
Location:	BOGOTA, COLOMBIA
Posting Period:	07 August 2019 – 18 August 2020
Job Opening Number:	UNVMC - NJO-2019-011

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

IMPORTANT NOTE:

In order to implement the United Nations System-wide Gender Parity Strategy, for this job opening preference will be given to equally qualified female candidates.

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.

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

Organizational Setting and Reporting

This position is located in the United Nations Verification Mission in Colombia (UNVMC). The Administrative Assistant will report directly to the Senior Military Adviser.

Responsibilities

Under the overall direction of the Senior Military Adviser and within limits of delegated authority, the Administrative Assistant will be responsible for the following duties:

Human Resources Management

- Enters, maintains and certifies administrative data and records for time and attendance, performance appraisal, etc. in electronic information systems.
- Reviews entitlements-related claims and reports.
- Provides advice and guidance to staff with respect to administrative procedures, processes and practices, liaising with central administrative services as necessary.
- Maintains and reviews organizational staffing tables; prints and reviews SAP/Umoja reports.

Budget and Finance

- Provides support to higher-level staff with respect to budget reviews.
- Assists in the preparation of budget performance submissions.

General Administration

- Supports the Senior Military Adviser and colleagues in administrative matters.
- Prepares processes and follows-up on administrative arrangements and forms related to the official travel of staff.
- Maintains files of rules, regulations, administrative instructions and other related documentation.
- Maintains up-to-date work unit files (both paper and electronic).
- Performs other related administrative duties, as required, e.g., operational travel programme; monitoring accounts and payment to vendors and individual contractors for services; physical space planning; identification of office technology needs and maintenance of equipment, software and systems; organizing and coordinating administrative arrangements for seminars, conferences and translations.

General Communication

- Drafts routine correspondence.
- Coordinates extensively with service units and liaises frequently with team members and external clients.
- Maintains a database of internal and external clients within the Armed Forces and National Police.
- Manages the Senior Military Adviser's agenda.
- Coordinates internal and external meetings, including drafting agendas, booking of meeting rooms and office technology, distribution of minutes 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 training in Finance, Budget, Human Resources management or Administration is desirable.

Work Experience

A minimum of five years of experience in administrative services, finance, accounting, audit, human resources or related area is required. Experience working with information management systems is required. Experience working with ERP system or similar applications/platforms is desirable. 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

Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law.

Candidates may be subject to screening against these standards, including but not limited to whether they have committed or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

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.