
MISSION IN COLOMBIA JOB OPENING

Internal / External

Job Title & Level:	Administrative Assistant (GS-5)
Department/Office:	UN Verification Mission in Colombia
Location:	VILLAVICIENCIO, COLOMBIA
Posting Period:	25 March – 24 April 2020
Job Opening Number:	UNVMC-NJO-2020-005

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 through the P11 form, which can be found at <https://colombia.unmissions.org/empleo> (CVs or alternative forms will **NOT** be accepted). Please submit your P11 along with your e-mail address, telephone number(s), and relevant contact details, 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 limit your attachments to 5MB.

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 in the UNVMC Villavicencio Regional Office. The Administrative Assistant will report to the Head of Office as corresponding.

Responsibilities

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

Human Resources Management:

- Prepares processes and follows-up on administrative arrangements and forms related to the official travel of staff.
- 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.
- Initiates, processes, monitors, reviews and follows-up on actions related to the administration of the Regional Office human resource activities;

Budget and Finance:

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

General Administration:

- 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).
- Coordinates extensively with service units and liaises frequently with internal team members both at Headquarters and in the field.
- 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.
- Provides advice and guidance to staff with respect to administrative procedures, processes and practices, liaising with central administrative services as necessary;
- 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 office's outputs, products, tasks, etc;
- 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 preparation of budget performance submissions.
- 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 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.);
- 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
- Performs other duties as assigned by the Head of Office.

Contract Administration:

- Assists with day-to-day administration of contracts between the UN and external contractors for outsourced services.
- Prepares and processes all UN forms and permissions for contractual and work Unit, Section or Service UN staff, including UN grounds passes, property passes, UN parking permits, swipe-card access and door keys.

Core Values

Professionalism: 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.

Integrity: Demonstrates the values of the United Nations in daily activities and behaviours. Acts without consideration of personal gain. Resists undue political pressure in decision-making. Does not abuse power or authority. Stands by decisions that are in the Organization's interest, even if they are unpopular. Takes prompt action in cases of unprofessional or unethical behavior.

Respect for diversity: Works effectively with people from all backgrounds. Treats all people with dignity and respect. Treats men and women equally. Shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making. Examines own biases and behaviors to avoid stereotypical responses. Does not discriminate against any individual or group.

Competencies

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 five 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, 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 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.

IMPORTANT: Global General Staff Service Test (GGST) will be required for this position. Long listed candidates will be invited to present the computer based in the Duty Station of this Job Opening. Candidates who are currently serving staff members or former staff members employed within the last 24 months who have passed the Administrative Assessment Support Test (ASAT) in English at UN Headquarters, ECA, ESCWA, UNOV, UNOG, ICTR, or ICTY are exempt from the GGST. If you have passed the ASAT in English in one of the offices listed above, please inform us as soon as possible.