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

Job Title & Level: Administrative Assistant (GS-4) Human Resources (Temporary)
Department/Office: UN VERIFICATION MISSION IN COLOMBIA (UNVMC)
Location: BOGOTA, COLOMBIA
Posting Period: April 23 – May 14 2020
Job Opening Number: UNVMC-NJO-2020-010

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 Unit 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 be advised that only applications made via UN P11 form will be reviewed. Please do not submit any additional certificates/diplomas, employment letters and other documents at this stage of the application process. Kindly ensure that you include the job opening number for the above position in your e-mail application. Acknowledgement will be sent to the short-listed candidates only.

Please also be advised that only Colombian Nationals are eligible to apply for National Job Openings.

Organizational Setting and Reporting

This position is in the Office of Mission Support of United Nations Verification Mission in Colombia in Bogota. The Administrative Assistant will report to the Team Lead of Client Support Team.

Responsibilities

Under the overall direction of the Chief of 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

- Initiate and process the Check-In and Check-Out Process in Field Support Suite (FSS) of national and international personnel.
- Issue accreditation process of International staff with the Colombian Ministry of Foreign Affairs according to the established normative.
- Act as a focal point between UNVMC and the Internal Group of Privileges and Immunities (GPI) of the Ministry of Foreign Affairs on accreditation and visa related issues.

- Request and advise for Courtesy visas with the consular offices worldwide through GPI, for staff and beneficiaries with multiple migration requirements.
- Request G-4 visas and renewal of UN laissez-passer with Travel and Transportation Section, UN Headquarters.
- Process employment certificates.
- Provide advice and guidance to staff on administrative procedures, processes and practices, liaising with central administrative services as necessary.
- Set up and maintain up-to-date work unit files /records (both paper and electronic).
- Coordinate extensively with service units and liaise frequently with internal team members both at Headquarters and in the field.
- Provide general office support services; process draft, edit, proofread and finalize for signature/approval a variety of correspondence and other communications; provide input and monitoring and implementation of HR processes and tasks; schedule appointments/meetings, monitor deadlines, etc.
- Initiate, process, monitor, review and follow-up on actions related to the administration of the Mission's human resources activities.
- Perform other related administrative and human resources duties, as required.

Competencies

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.

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.

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. Training in Administration, Human Resources or Social Sciences or related areas is desirable.

Work Experience

At least four (4) years of experience in administrative service, human resources or a related area is required. Experience of liaising with public sector, third parties or 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.