
UNITED NATIONS VERIFICATION MISSION IN COLOMBIA (UNVMC) JOB OPENING
Internal / External

Job Title & Level:	Administrative Officer (REGIONAL SUPPORT), NO-C
Department/Office:	United Nations Verification Mission in Colombia (UNVMC)
Location:	Multiple duty stations (Regional Offices Bogotá and Cali)
Posting Period:	30 days (14 October – 13 November 2021)
Job Opening Number:	UNVMC-NJO-2021-022

IMPORTANT NOTE:

The Human Resources Unit invites all interested and qualified candidates to apply to the announced position. All interested candidates should submit their applications using the P11 form, which can be found at <https://colombia.unmissions.org/empleo>, or Personal History Form (PHP) **(CVs will NOT be accepted)**. Please review that your application, either P-11 or PHP is **properly signed** and has information on your contact details: email address and telephone numbers. You may send your application to the following e-mail address: mcrecruitment@un.org.

Please be advised that only applications using the UN P11 or PHP 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.** Only short-listed candidates will be contacted.

If you are employed by an entity of the United Nations Common System, please indicate your category and level.

Only Colombian Nationals are eligible to apply for this National Job Opening.

As per the Secretary General's Gender Parity Strategy, the United Nations Secretariat is committed to achieving 50/50 gender balance. Female candidates are strongly encouraged to apply for this position.

United_for_Gender_Parity. Candidates interested to work for the United Nations Verification Mission in Colombia may wish to check out our Realistic Job Preview videos to get an idea of the living and working conditions in different duty stations in Colombia.: <https://www.youtube.com/playlist?list=PL-8SCKVjg-e3073SwtDG1VQf1oLTWfUQ4>

Organizational Setting and Reporting

These positions are located in the regional offices of Bogotá and Cali and are part of the Office of the Chief of Operations and Resource Management. The Administrative Officer (Regional Support) will report to the Head of the Regional Headquarters as First Reporting Officer; the Chief of Mission Support as Second Reporting Officer and the Chief Logistics Operations as Additional Supervisor.

Responsibilities:

Within the limits of delegated authority, the Regional Administrative Officer (RAO), operationally reports to the Chief Logistics Operations and will be responsible for the following duties:

- Assists and supports the Head of the Regional Headquarter in the planning, organizing, implementing, managing and overseeing the activities pertaining to human resources and financial administration, contracts management, logistics and service delivery in the Area of Responsibility.
- Provides and manages administrative and logistic support to UN staff and observers assigned to the region. Utilizes the integral capacity of UN observers and mission counterparts for administrative and logistics support provision. Guides UN staff in the region in self-service and good practices for effective resource stewardship and environmental policy management. Ensures compliance with the different policies and strategies, including the gender parity strategy.
- Prepares, coordinates and monitors work plans and programmes for the support activities of the regional office and takes the lead in securing the required human, financial, contractual and logistical resources to achieve them.
- Exercises budgetary and administrative control, manages services, facilities and property assigned to the offices, including vehicle fleet, fuel consumption, Comms/IT, office equipment and general inventory.
- Monitor and reports on all administrative, logistical and financial matters.
- Drafts guidelines, reports and correspondence for the HOO as requested, in adherence to relevant UN rules and regulations.
- Drafts responses to correspondence required from the HOO on administrative, logistics and policy documents.
- Takes the lead on development and implementation of special projects, including welfare activities as requested.
- Evaluates and enhances the support provided by the Mission Support Division to its various clients and partners in the field.
- Liaises with the Senior observers, DSS at the regional level and Unit Chiefs of Mission Support Division at the Mission HQ on administrative related matters and activities, as applicable.
- Liaises with local authorities, mission stakeholders, and UN Agencies, Funds and Programmes or other parties on behalf of the HoO on operational matters.

- Supports commercial service providers, Government and other counterparts on provided services and contracts management.
- Coordinates with other regional offices of the Mission in planning and forecasting personnel, financial and logistical requirements.
- Reviews, as applicable, all audit observations submitted and drafts appropriate responses in consultation with the HoO.
- Monitors the implementation of Board of Inquiry recommendations.
- Performs other duties, as assigned.

Competencies:

PROFESSIONALISM: Knowledge of administrative, budgetary, financial and human resources policies and procedures. Ability to apply various United Nations administrative rules and regulations in work situations. Conceptual analytical and evaluate skills to conduct independent research and analysis. Ability to identify issues, formulate opinions, make conclusions and recommendations. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Integrity: Demonstrates the values of the United Nations in daily activities and behaviors. 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.

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.

Planning And Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses

time

efficiently.

Judgement/Decision-Making: Taking decisions impacting the individuals or teams one manages. Gathering and analyzing complex issues and data. Solving complex problems. Generating or proposing alternative options for action. Taking decisions which impact the Organization, staff members or other parties. Taking a tough or unpopular stand against resistance

Education:

An advanced university degree (Master's degree or equivalent) in business or public administration, finance, accounting, law or related area. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience:

A minimum of five years of progressively responsible experience in administration, finance, accounting, human resources management or related field is required. Previous experience with SAP is desirable

Languages:

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English and Spanish 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.