
UNITED NATIONS VERIFICATION MISSION IN COLOMBIA JOB OPENING

Internal / External

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| Job Title & Level: | Staff Assistant, G6 |
| Department/Office: | UN Verification Mission in Colombia, Office of the Deputy Special Representative of the Secretary-General (DSRSG) |
| Location: | BOGOTA, COLOMBIA |
| Posting Period: | 06 December 2021- 05 January 2022 |
| Job Opening Number: | UNVMC-NJO-2021-025 One year Fixed-Term appointment with the possibility of extension |

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.

Only Colombian Nationals or Foreign with valid working permit in Colombia are eligible to apply for National Job Openings.

If you are an internal candidate with a Fixed Term Appointment within the UN Secretariat, please attach the last 2 performance evaluations to your application. If you are employed by an entity of the United Nations Common System, please indicate your category and level.

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

This position is located in the Office of the Deputy Special Representative of the Secretary-General (DSRSG) of the UNVMC. Under minimal supervision, the incumbent reports to the DSRSG who is at the Assistant Secretary-General level.; the incumbent provides general office and administrative support to other senior officers, such as the Field Coordination Office.

Responsibilities:

Given the broad scope of the DSRSG's functions, the job of the Senior Staff Assistant is demanding in terms of time management and representational duties on behalf of the DSRSG, as well as the number and diversity of activities coordinated, and related work processes managed. As far as representational duties are concerned, the incumbent is in charge of directly convening meetings with a broad diversity of stakeholders – diplomats, government representatives, private sector, civil society, and other high-level representatives – and handling the necessary arrangements to comply with the corresponding protocol standards. As the SRSG supervises two different components of the mission, Field Coordination and Mission Support, the incumbent's manages diverse activities and related work processes.

There is also a greater role and involvement in guiding and advising office support staff, namely Administrative Assistant in the Field Coordination Office. The incumbent performs the following duties:

- Assists in the overall administration of the DSRSG's Office, i.e. provides substantive and administrative support in managing priorities and workflow of the DSRSG and his/her office; coordinates and monitors multiple and diverse activities and work processes to ensure that management directives and decisions are properly carried out and products delivered in a timely manner.
- Compiles and analyzes basic data from a variety of sources summarizing and presenting conclusions for review by the manager.
- Serves as the primary communications link between the DSRSG and senior staff; on behalf of DSRSG, keeps others informed by conveying directives, reports, status updates and other relevant information; brings sensitive and urgent matters to the attention of the DSRSG.
- Takes full responsibility for time management and scheduling on behalf of the DSRSG with appropriate consultation as required; effectively prioritizes and resolves related conflicts and competing demands.
- Undertakes representational duties on behalf of the DSRSG, to include serving as first point of contact and liaison with senior officials internally and externally.
- Receives, screens and prioritizes all incoming correspondence, reports and other documents addressed to the DSRSG identifying complex or sensitive subjects for special treatment and bringing them to the attention of the DSRSG, compiles relevant background documents and references independently obtaining clarification, proposing deadlines for response, relaying supervisor's instructions.; identifies issues requiring the manager's attention and refers others to relevant officer for appropriate disposition; monitors and follows-up on actions to be taken. Follows upon the preparation by Section Chiefs and employees of correspondence, reports, memoranda, briefings notes and other documents for the DSRSG; prepares correspondence and memorandum for the DSRSG's signature.
- Researches, compiles and summarizes background materials for use in preparation of reports, briefs, speeches, etc; scan reports from specialized agencies, as well as newspapers, magazine, periodicals and other information sources to identify articles of

interest to the DSRSG. In accordance to Mission priorities including those related to gender equality.

- Independently handles a wide range of complex information requests and inquiries (e.g. answer requests requiring file or other research); responds, or drafts responses, to a diverse range of correspondence and other communications. Responds to telephone and written inquiries from all levels and external sources on a variety of questions; making contacts with embassies, UN agencies, international institutions, government offices, Regional Offices (ROs), staff members and any senior management of external sources; when coordinating and expediting responses to sensitive inquiries on DSRSG's behalf.
- Supports the manager in presentations to intergovernmental bodies and other meetings, researching issues, preparing briefing notes, slides and subject files, gathering relevant documentation, etc.
- Establishes/improves administrative procedures and systems to ensure smooth functioning of the department, including filing (paper and electronic) systems.
- Oversees work of office support staff; establishes priorities and deadlines, assigns work and reviews outputs upon completion; trains office support staff in administrative, protocol and other relevant procedures
- Organizes official receptions, meetings, etc., handling all necessary arrangements (e.g. room reservations, guest/participant lists, invitations, catering, seating arrangements, background documentation, special equipment, etc.).
- Prepares, processes and classifies confidential information.
- Handles a wide range of administrative duties/processes (e.g. leave and attendance records, timesheets, travel and logistical arrangements, visa applications, expense statements, service and supply requisitions, conference room bookings, etc.). Ensure that all the events/meetings/ missions are fully integrated in DSRSG's calendar along with all the documents required.
- Exercises quality control function for all outgoing documents; proofreads and edits texts for adherence for format, grammar, punctuation and style.
- Uses standard word processing package to produce a wide variety of large, complex documents and reports.
- Manages, updates and further develops internal databases; updates website; generates a variety of standard and non-standard statistical and other reports from various databases.
- Performs other duties as assigned.

Work implies frequent interaction with the following:

- Senior officials within the mission in the UN Secretariat and UN system
- Mission staff
- Intergovernmental bodies, non-governmental organizations, government officials, ambassadors, representatives of the media, international organizations, etc.

Results Expected: Demonstrates effective and independent handling of the administrative and office support requirements of the department/division. Establishes effective office procedures and systems. Provides timely tracking and monitoring of processes, deadlines and initiates quality control of key outputs and appropriate follow-up actions, etc. Demonstrates initiative in identifying and resolving problems in the context of work assignments and functions. Effectively supervises mentors and trains office support staff. Discretely handles highly confidential and sensitive matters. Appropriately applies relevant policies, guidelines, procedures and processes. Effectively functions as a key

communications link and liaison with a broad range of internal and external contacts, many of which at senior levels.

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 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.

Competencies:

PLANNING AND ORGANIZING: Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments, adjust 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.

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 is required.

Must have passed the United Nations General Service Global Test (GGST) or an equivalent locally-administered test.

Work Experience: At least five (7) years of experience in general support office and administrative services or related areas is required.

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.

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.