

## External Job Opening

**Date:** 22 April 2018

<b>Job opening no.:</b>	JO/2018/003
<b>Section:</b>	Administrative and Logistics Unit
<b>Functional title:</b>	<b>Administrative Assistant</b>
<b>Post level:</b>	GL-4
<b>Duty station:</b>	Damascus
<b>Deadline for receiving applications:</b>	29 April 2018
<b>Duration of contract:</b>	One (1) year

### **Organizational setting and reporting relationships:**

This position is located in the Office of the Administrative and Logistics Officer in the United Nations Office of the Special Envoy for Syria (OSE-Syria) in Damascus. The position reports to the Administrative and Logistics Officer.

### **Duties and Responsibilities:**

Within 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.
- Process entitlements-related claims and reports.
- Maintains and reviews organizational staffing tables; prints and reviews reports.
- Follows-up on actions related to the administration of the unit's human resource activities, e.g., recruitment, placement, relocation, promotion, performance appraisal, job classification reviews, separation, training etc., ensuring consistency in the application of regulations and procedures.

#### **Budget and Finance:**

- Monitors status of expenditures and allotments through Umoja, records variations, updates budget tables.
- Consolidates data received and provides support to higher-level staff with respect to budget reviews of relevant intergovernmental and expert bodies.
- Reviews status of relevant expenditures and compares with approved budget.
- Reviews requisitions for goods and services to ensure (a) correct objects of expenditure have been charged and (b) availability of funds.
- Assists in the preparation of statistical tables and standard financial reports.

#### **General Administration:**

- Prepares, processes and follows-up on administrative arrangements and forms related to the official travel of staff.
- Drafts routine correspondence.
- 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.

**Contract Administration:**

- Assists with day-to-day administration of contracts between the UN and external contractors for outsourced services.
- Coordinates with Procurement section on the requirements of the Office and initiates procurement procedures.
- Processes payment of contractors' invoices and monitor the payments.
- Perform other duties as required by the supervisor.

**Results expected:**

Contributes to the effectiveness and efficiency of the Administrative and Logistics Unit, Office of the Special Envoy for Syria by providing administrative support in the assigned areas of responsibility.

**Qualifications and experience:**

- High-school diploma or equivalent.
- Must pass the United Nations clerical test.
- English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English and Arabic is required. Knowledge of another official United Nations language is an advantage.
- A minimum of three (3) years of progressively responsible experience in the field in administrative services, finance, accounting, audit, contracting, and human resources or related area.
- Work experience in United Nations/ International Organisation with similar work experience is desirable.
- Knowledge of SAP is desirable.

**Competencies:**

- **Professionalism:** Ability to perform a broad range of administrative functions, e.g., budget/work programme, human resources, database management, etc. Ability to apply knowledge of various United Nations administrative, financial and human resources rules and regulations in work situations. 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.
- **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.

**Submission of application:**

- Please address the **fully completed and signed** application form (**P.11** or PHP) in English, together **with copies of relevant supporting documents** by e-mail to: [ose-syria-recruitment@un.org](mailto:ose-syria-recruitment@un.org)
- **Only applications reflecting the job opening number applied for on the subject will be taken into consideration.**
- Preference will be given to equally qualified female candidates.
- Due to the large volume of applications, we regret not being able to reply to everyone and will only contact the most suitable candidates.
- Your interest in the Office of Special Envoy for Syria is greatly appreciated.