

Internal/External Temporary Job Opening

Date: 13 March 2017

Job opening no.: TJO/2017/001

Section: Logistics Section

Functional title: Administrative Assistant

Post level: GL-4

Duty station: Damascus

Deadline for receiving applications: 02 April 2017

Duration of contract: Three (3) months

Organizational setting and reporting relationships:

This position is located in Admin / Logistics Section under the supervision of the Admin & Logistics Officer.

Duties and Responsibilities:

Within delegated authority, the Administrative Assistant will be responsible for the following duties:

- Calculates airfare, excess baggage entitlements, terminal expenses, daily subsistence allowance for staff and dependents traveling on missions, as per the Rules and Regulations of the United Nations.
- Provides information to staff and consultants on the most direct and economical route, and plans routings and itineraries plus the most economical airfare rates for such travel as permitted by the rules and regulations.
- Provides information on airfares and travel schedules for specific itineraries.
- Contacts airlines or travel agency to make reservations on least expensive airfares, and requests issuance of tickets.
- Initiates requests for visas.
- Processes PT.8s (travel authorizations) and travel requests in Umoja for all staff with all relevant supporting documents.
- Coordinates with travel agencies and arranges all official travel for staff.
- Advises substantive offices, travellers, and other relevant staff of arrival information, requesting arrangements to be made accordingly for traveller.
- Performs a variety of administrative duties such as receiving, screening, typing and filing of all correspondence and database (both paper and electronic) for the section.
- Maintains proper records for all travel processed.
- Proper filing of all documents in the Admin & Logistics Section.
- Proofreads various Admin & Logistics Section documents and edits texts for the accuracy, grammar, punctuation and style, and for adherence to establish standards for format.

- Maintains calendar/schedules, monitors changes and communicates relevant information to appropriate staff inside and outside Admin & Logistics Section.
- Reviews and verifies received invoices for accuracy and validity before forwarding to the Admin & Logistics Officer.
- Performs general administrative tasks (e.g. leave and attendance recording, arrangements for meetings and other events, reservations, etc.).
- Draft Faxes / Memos, correspondences for the section.
- Performs other duties as assigned.

Qualifications and Experience:

- Fluency in oral and written English and Arabic is required.
- High-school diploma or equivalent. Bachelor's degree in administration is desirable.
- Work experience in travel administration, including travel fare construction, routing, and travel reimbursement, or related areas, is highly desirable.
- Minimum of four years of relevant experience in working with SAP or similar Enterprise Resource Planning (ERP) systems is desirable. Experience in web-based applications related to travel, i.e. Global Distribution System (GDS) such as Amadeus, Galileo and Abacus, is highly desirable.
- Candidates trained by IATA / Airline and GDS will be highly desirable.

Competencies:

- **Professionalism:** Knowledge of, and ability to apply financial rules, regulations and procedures in the UN environment. Ability to maintain accurate records, review and interpret a wide variety of data. Ability to demonstrate 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.

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.
- **Only applications reflecting the job opening number applied for on the subject will be taken into consideration.**
- Preference will be given to equally qualify 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.**