

Posting Title : ADMINISTRATIVE OFFICER, FS6 (Temporary Job Opening)
Job Code Title : ADMINISTRATIVE OFFICER
Department/ Office : United Nations Interim Force in Lebanon
Location : NAQOURA
Posting Period : 8 February 2022-14 February 2022
Job Opening number : 22-Administration-UNIFIL-173463-J-NAQOURA (M)
Staffing Exercise : N/A

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Org. Setting and Reporting

This Temporary Job Opening position is located in the Audit Response Unit, Director of Mission Support Office of the United Nations Interim Force in Lebanon (UNIFIL), Naqoura duty station. The Administrative Officer will be responsible for the management of the work and oversee daily operations functions of the Audit Response Unit. He/ she will report to the Chief of Civilian Administrative Representative Beirut (CARB) Office and Audit Response Unit.

Responsibilities

Human Resource Management•Effectively coordinates actions relative to the administration of human resource activities, e. g., recruitment, placement, promotion, performance appraisal, job classification reviews, separation of staff members, training etc., ensuring consistency in the application of UN rules and procedures. •Defines conditions of service, duties and responsibilities, and privileges and entitlements under the Staff Rules and Regulations. Budget and Finance•Takes the lead with respect to the preparation and implementation of the work programme, ensuring that financial resources are utilized to implement activities in accordance with the Programme Budget and allotments issued. •Monitors and reviews the work programme and budget by conducting regular and special reviews to assess progress of actual work versus the programme plan. •Coordinates the production of programme reports. •Defines requirements and work with systems units with respect to improving budget reporting systems and cost effective utilization of program resources. •Develops procedures and implement same to ensure that accounting and financial management controls are consistent with UN policy and practice. •Supervises and/or provides guidance on financial

administration and management information issues and practices to colleagues. •Provides guidance and leadership to more junior staff. General Administration •Oversees work related to Audit, Compliance and Risk Management. •Follow up on all Outstanding Audit recommendations (BOA, OIOS, JIU, etc.) including preparation, coordination, compilation, and updating audit status, and feedbacks to draft audit reports. •Serve as MSD Focal Point for OIOS, BOA, JIU, and other oversight matters and coordinate with Sections/Units and ensure timely preparation and update of implementation status, review and provide comments to draft reports, and ensure timely implementation of recommendations. •Serve as MSD Focal Point for Ethics Office Financial Disclosure System. •Serve as MSD Focal Point for the implementation of Statement of Internal Control. •Oversees the daily operations, manage, provide guidance and supervision to the staff in the Audit Response Unit •Performs other related work 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas 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 & 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.

Managing Performance: Delegates the appropriate responsibility, accountability and decision-making authority; Makes sure that roles, responsibilities and reporting lines are clear to each staff member; Accurately judges the amount of time and resources needed to accomplish a task and matches task to skills; Monitors progress against milestones and deadlines; Regularly discusses performance and provides feedback and coaching to staff. Encourages risk-taking and supports creativity and initiative; Actively supports the development and career aspirations of staff; Appraises performance fairly.

Education

High school diploma or equivalent is required. Technical or vocational certificate in administrative services, finance, human resources, business administration, audit or personnel

management is required.

Job Specific Qualifications

Work Experience

At least ten (10) years of progressively responsible experience within the United Nations system or the private sector in the field of administrative services, finance, accounting, human resources, audit, or in other related fields is required. The minimum years of relevant experience is reduced to five years for candidates who possess a first level University degree. Three (3) years supervisory level experience is required. Experience in managing Audit, Compliance and Risk Management Issues in a United Nations organization is desirable. Experience in international operations in field mission environment is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in oral and written English is required.

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

Special Notice

This Temporary Job Opening position is available through 31 January 2023. Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures. The United Nations Secretariat is committed to achieving 50/50 gender balance and geographical diversity in its staff. Female candidates are strongly encouraged to apply for this position.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment. Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places 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. The United Nations Secretariat is a non-smoking environment. The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General. Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the inspira account-holder homepage. The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application. Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

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.