

Posting Title : ADMINISTRATIVE OFFICER, FS6
Job Code Title : ADMINISTRATIVE OFFICER
Department/ Office : United Nations Interim Force in Lebanon
Location : NAQOURA
Posting Period : 26 October 2022-9 November 2022
Job Opening number : 22-Administration-UNIFIL-193682-F-NAQOURA (M)
Staffing Exercise : N/A

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

Org. Setting and Reporting

This position is located in the front office of and reports to the Chief Service Delivery Management of the United Nations Interim Force in Lebanon (UNIFIL) in Naqoura, Lebanon.

Responsibilities

In addition to providing general administrative support to the service/office staff, the Administrative Officer will effectively and efficiently manage all administrative matters related to the service/office including: human resources management and budget/finance management - ensuring consistency when applying prevailing Administrative Rules and guidelines. All tasks and administrative support are carried out in a timely manner with utmost consideration to client service and impact on the Service/Office while carrying out coordination with external counterparts. The incumbent should be capable of making decisions, prioritizing and exercising her/his own initiatives, and capable of working independently. The duties include: General Administration • Drafts and reviews Policies, Standard Operating Procedures, requests, and other documents related to Service Delivery. • Ensures audit responses and evidence, key performance indicators, reports, and presentations are developed, reviewed, provided and accurate at a content and quality level suitable for executive audiences. • Reviews adequacy of field mission's space requirements, assists with space and resource planning. • Oversees the identification of office technology needs and maintenance of equipment, software and systems, coordinating enhancements as necessary. • Oversees work related to operational travel programme; procurement, billing and receipt of income from various services; procurement and resource monitoring and evaluation of vendor contracts and performance/payment to vendors and individual contractors for services. •

Provides guidance and leadership to more junior staff. Human Resource Management • Effectively coordinates actions relative to the administration of human resource activities: recruitment, placement, promotion, performance appraisal, job classification reviews, separation of staff members, training etc. • 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 and ensures plans are developed to utilize the budget. 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 and implements procedures to ensure that accounting and financial management controls are consistent with UN policies and practices. • Supervises and/or provides guidance on financial administration and management information issues and practices to colleagues. Performs other related work as required.

Competencies

Professionalism: Demonstrates professional competence of administrative work, the ability to perform self-directed work, attention to detail, and the willingness to take on new tasks and systems in a demanding environment. 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. **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 the 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. **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.

Job Specific Qualifications

Work Experience

At least ten years of progressively-responsible experience within the United Nations system and/or the private sector in the field of administrative services, finance, accounting, human resources, audit, or in other related fields, of which three years at a supervisory level is required. Experience in international operations in a post-conflict environment is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. Fluency in English (both oral and written) is required; knowledge of Arabic is desirable.

Assessment

Previously rostered candidates are not subject to any further assessment and as such, will not be invited for such an assessment.

Special Notice

This "Recruit from Roster" job opening is only open to roster applicants who are already placed on pre-approved rosters, following a review by a United Nations Central Review Body. Only roster applicants who were placed on rosters with similar functions at the same level are considered to be eligible candidates. Eligible applicants receive an email inviting them to apply. Rostered applicants are encouraged to apply only if they are interested and available to take up the position at the duty station/s specified in the Job Opening. Applying to this job opening carries an expectation to accept the offer, if selected. 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.