



Internal / External Job Opening

Date: 01 September 2016

Job Opening No. : **JO/2016/030**
Section : **Audit Response, Risk Management and Board of Inquiry Unit (Office of the DMS)**
Functional Title : **Administrative Assistant**
Post level : **GS-5 (One Post)**
Duty Station : **Naqoura**
Deadline for receiving applications: **30 September 2016**

Duties and Responsibilities:

Under the supervision of the Chief of the Audit Response, Risk Management and Board of Inquiry Unit, the incumbent will be responsible for the following duties:

- Assists in the overall smooth functioning of the unit by the full range of office management and administrative support functions including collecting, receiving, screening and filing of all correspondence, typing, proofreading, etc.
- Maintains liaison with other offices within UNIFIL regarding administrative matters such as Noticas and Noticas Confirmation, Financial Disclosure Programme, Essential staff lists, etc.
- Ensures smooth and efficient information flow within the unit and assists in the development of office administrative systems and procedures.
- Responds or drafts responses to a range of correspondence and other communications.
- Maintains an electronic log of all correspondence addressed to or from the unit.
- Assists in the Boards of Inquiry by arranging meetings with witnesses, providing language assistance, including translation during interviews with third parties and / or local authorities, translation of documentation and other related material.
- Maintains files (both hard and electronic) of all the Boards of Inquiry, manages, updates and assists in improving of the Board of Inquiry database.
- Provides statistical and other reports from the database.
- Follows-up on the status of implementation of recommendations made by Boards and provides the required feedback when requested.
- Assists in arranging and coordination of meetings such as Entry and Exit Conferences, the visit of the Board of Auditors and / or other Oversight Bodies.
- Attends the meetings, prepares minutes, and monitors follow-up activities.
- Provides assistance in following-up on the status of implementation of audit recommendations and maintains and updates the Audit Tracking Database. Provides statistical and other reports with regard to audits.
- Provides assistance in maintaining all documentation / reports and registers regarding Risk Management. Assists in following-up with sections and units in providing information and regular updates; assists in preparing statistical and other reports when required.
- Assists in the preparation of presentation and / or training materials using appropriate technology / software.

- Maintains the leave and attendance records of the unit and reservation of the conference room.
- Maintains office supplies and equipment orders.
- Undertakes other duties as may be assigned from time to time.

Qualifications and Requirements:

- High school diploma or equivalent is required.
- Minimum of five (05) years of experience in the field of administration is required.
- Fluency in oral and written English is required. Working French is desirable.
- Good computer skills (Word, Excel, Power Point and other UN software) are required.
- Candidates must have passed the United Nations Administrative Support Assessment Test (ASAT) or an equivalent locally-administered test at Offices Away from Headquarters.

Core Competencies:

Professionalism: Knowledge of general office and administrative support including administrative policies, processes and procedures. 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.

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.

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.

Instructions for Submission of Applications and Relevant Documents (choose only one):

Submit a **fully completed** and signed application form (P.11) in English.

Although in the P.11 form, it is indicated that you should not send or attach any documentary evidence at this stage, please do attach copies of High School degree and work certificates.

The P.11 and supporting documents should be sent to the Chief of Human Resources Management Section, UNIFIL, Naqoura:

- 1.) Via e-mail to unifil-recruitment@un.org or;
- 2.) Apply online through our WEBSITE: unifil.unmissions.org

Internal candidates should submit copies of their latest two e-performance documents.

Important notes:

- 1.) **Applications that do not include copies of high school certificate / work certificates will be considered incomplete and will not be taken into consideration.**
- 2.) Please ensure that the Job Opening Number is clearly indicated in your application;
- 3.) Due to the large volume of applications, we regret not being able to reply to everyone and will only contact the most suitable candidates for the test and/or an interview;
- 4.) Preference will be given to equally-qualified female candidates.