

Posting Title : ADMINISTRATIVE ASSISTANT, G5
Job Code Title : ADMINISTRATIVE ASSISTANT
Department/ Office : Office of Legal Affairs
Location : NAQOURA
Posting Period : 4 October 2021-2 November 2021
Job Opening number : 21-ADM-OLA-163796-R-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 UNIFIL Legal Affairs Section and is based in Naqoura.

Responsibilities

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

- Initiates, processes, monitors, reviews and follows-up on actions related to the administration and logistics of the Section;
- Enters, maintains and certifies administrative data and records for time and attendance, performance appraisal, etc. in electronic information systems;
- Screens phone calls and visitors, collects, sorts and disseminates incoming mail, prepares and if necessary, delivers and circulates outgoing mail (envelopes, packages, newspapers, etc.);
- Provides advice and guidance to staff with respect to administrative and logistic procedures, processes and practices, liaising with administrative services as necessary;
- Maintains and reviews reports;
- Consolidates data received and provides support to higher level staff;
- Assists in the preparation of budget submissions and follow up support activities;
- Prepares, processes and follows-up on administrative arrangements and forms related to the official travel of Section' staff;
- Draft routine correspondence;
- Maintains up-to-date working files, records and archives (both paper & electronic);
- Coordinates extensively with service units and liaises frequently with internal team members;

- Performs other related administrative duties, as required, e.g., operational travel program; identification of office technology needs and maintenance of equipment, software and systems; follows-up with service providers to ensure that repairs are done when necessary; monitors the status of stationary stock and other office consumables; organizes and coordinates administrative arrangements for seminars, conferences, and translation;
- Assists with day-to-day preparation of legal files, including copying, scanning, printing and filing a large number of documents;
- Provides logistical, transportation and administrative support, including basic translation and interpretation, and accompanies Section' staff during field visits, meetings with official authorities and other functions within and outside the area of operations as requested by the Senior Legal Advisor;
- Performs other duties in support of the work of the section, as required by the Senior Legal Advisor, such as driving UN vehicle inside or outside the area of operation.

Competencies

- Professionalism:** Ability to perform a broad range of administrative functions and demonstrate flexibility and adaptability when providing the required logistical, transportation and administrative support during field visits, meetings with official authorities and other functions within and outside the area of operations. 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 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.

Education

High school diploma or equivalent is required.

Work Experience

Five years of experience in administrative services, finance, accounting, audits, human resources or related area.

Experience in logistics is desirable.

Experience with Microsoft Office IT applications is desirable.

Knowledge of the UNIFIL Area of Operations is desirable.

Languages

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.

Assessment

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

Special Notice

Recruitment against this position is on a local basis; applicants in the General Service category shall meet the relevant employment requirements of the host country (Lebanon), including fulfilling visa or work permit stipulations. If you fulfill the visa and work permit stipulations for Lebanon, please specify in your cover letter and attach a copy of your visa and work permit under "attachments" of your application in Inspira.

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.