

Posting Title : SENIOR ADMINISTRATIVE OFFICER, P5
Job Code Title : SENIOR ADMINISTRATIVE OFFICER
Department/ Office : United Nations Interim Force in Lebanon
Location : NAQOURA
Posting Period : 14 March 2022-12 April 2022
Job Opening number : 22-ADM-UNIFIL-176517-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 United Nations Interim Force in Lebanon (UNIFIL). The Senior Administrative Officer reports to the Director of Mission Support (DMS).

Responsibilities

Within delegated authority, the Senior Administrative Officer (SAO) will be responsible for the following duties.

- Assisting and supporting the DMS in the planning, organizing, implementing, managing and overseeing of activities pertaining to human resources, budgeting, financial, logistic support and general administration, as applicable.
- Ensures development, preparation, coordination and monitoring of work plans, strategies and programmes for the administrative activities of the Mission and/or the area of responsibility of the regional office and takes the lead in securing the required human, financial and logistical resources to achieve them.
- In cooperation with other offices of the Mission, plans and forecasts the personnel, financial and logistical requirements of all Mission components. Exercises budgetary and administrative control.
- Reports on all administrative, logistical and financial matters.
- Drafts guidelines, reports and correspondence on a wide range of issues for the DMS, as requested, and ensures that all relevant UN rules and regulations are adhered to.
- Drafts responses to correspondence required from the DMS on administrative/policy documents.
- Takes the lead on the development and implementation of special projects, such as

Security/Evacuation Plan, Welfare Activities, etc, as requested.

- Undertakes the evaluation of the support provided by the Mission Support Division to the various clients and/or partners.
 - Assists the DMS in the supervision of Occupational Safety and Air Safety matters in the Mission or Area of Responsibility.
 - Liaises with the Offices of the Head of Mission, Military Branches, as well as Chiefs of Services and Sections on administrative issues/activities, or their Representatives, as applicable.
 - Liaises with local authorities, mission stakeholders, and UN Agencies, Funds and Programmes or other parties on behalf of the DMS.
 - Maintains direct liaison, as applicable, with the Resident and External Auditors.
 - Reviews, as applicable, all audit observations submitted and drafts appropriate responses in consultation with the Director of Mission Support.
 - Monitors implementation of partners/Board of Inquiry recommendations.
 - Represents the DMS in various standing or Regional Boards and Committees, such as Property Survey Board (PSB), Claims Review Board (CRB), and may act as alternate Chairperson of the Local Committee on Contracts, as applicable.
- Performs other duties, as assigned.

Competencies

Professionalism: Demonstrated ability to provide technical advice in a broad range of human resources, financial, logistical, and administrative areas to senior managers; sound knowledge of UN rules and regulations and an ability to apply them in a volatile field mission environment to resolve complex and/or sensitive issues. Shows pride in work and in achievements; 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 and remains calm in stressful situations.

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.

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.

Leadership: Serves as a role model that other people want to follow. Empowers others to

translate vision into results. Is proactive in developing strategies to accomplish objectives. Establishes and maintains relationships with a broad range of people to understand needs and gain support. Anticipates and resolves conflicts by pursuing mutually agreeable solutions. Drives for change and improvement; does not accept the status quo. Shows the courage to take unpopular stands. Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing.

Judgement/decision making: Identifies the key issues in a complex situation, and comes to the heart of the problem quickly. Gathers relevant information before making a decision. Considers positive and negative impacts of decisions prior to making them. Takes decisions with an eye to the impact on others and on the Organization. Proposes a course of action or makes a recommendation based on all available information. Checks assumptions against facts. Determines that the actions proposed will satisfy the expressed and underlying needs for the decision. Makes tough decisions when necessary.

Education

Advanced university degree (Master's degree or equivalent) in Business or Public Administration, Human Resources Management, Finance or related area is required.

A first-level university degree with two additional years of qualifying experience may be accepted in lieu of an advance university degree.

Job Specific Qualifications

Work Experience

A minimum of ten years of progressively responsible experience in budget, human resources, finance or general administration is required.

Hands-on experience with UN administrative/financial policies and practices is desirable.

Experience in handling complex organizational issues at the international level is desirable.

Experience providing service to or in a field operation of the United Nations Common System or a comparable International organization is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in spoken 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

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.