

Posting Title : ADMINISTRATIVE ASSISTANT, G6
Job Code Title : ADMINISTRATIVE ASSISTANT
Department/ Office : United Nations Interim Force in Lebanon
Location : BEIRUT
Posting Period : 15 December 2022-13 January 2023
Job Opening number : 22-ADM-UNIFIL-195821-R-BEIRUT (M)
Staffing Exercise : N/A

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

Org. Setting and Reporting

This position is located in the Civilian Administrative Representative Beirut/ CARB Office in the Office of the Director of Mission Support, United Nations Interim Force in Lebanon (UNIFIL), Beirut. The incumbent will report to the Chief Civilian Administrative Representative Beirut or his/her designate.

Responsibilities

Within delegated authority, the incumbent, under the direct supervision of the Chief of Civilian Administrative Representative Beirut (CARB) Office is responsible for the following duties:

HUMAN RESOURCES MANAGEMENT:

- Initiates, reviews, processes and follows-up on actions related to the administration of the unit's human resource activities, e.g., recruitment of staff and consultants, placement, promotion, relocation, performance appraisal, job classification reviews, separation of staff members, training etc., ensuring consistency in the application of UN rules and procedures.
- Responds to enquiries and provides information and advice to staff regarding their entitlements, administrative procedures, processes and practices, conditions of service, duties and responsibilities, and entitlements under the Staff Rules and Regulations.
- Oversees the maintenance of vacancy announcement files and keeps track of status of vacancy announcements. Reviews and processes personnel actions through IMIS.
- Monitors staffing table and prepare relevant statistical data/charts.

BUDGET AND FINANCE:

- Assists in the preparation and review of financial and human resource proposals/requirements. Consolidates budget/work programme with respect to Mission's budget and procurement.
- Monitors expenditures and compares with approved budget; prepares adjustments as necessary.
- Assists managers in the elaboration of resource requirements for budget submissions.
- Assists in preparation of budget performance submissions and finalization of budget performance reports, analysing variances between approved budgets and actual expenditures.
- Performs as petty cash custodian of the office, monitors, records, and reviews petty cash reports from Umoja system generated reports.
- Prepares or customizes financial reports from Umoja system generated reports.
- Co-ordinates with other finance and budget staff on related issues during preparation of budget reports.

GENERAL ADMINISTRATION:

- Drafts routine correspondence to various host government authorities and to respond to enquiries in respect to relevant administrative, customs, visa, residence permits, financial audit, and personnel matters.
- Coordinates extensively with service units and liaises frequently with internal team members both at Mission Headquarters and in the field.
- Performs other related administrative duties, as required (e.g., operational travel programme; monitoring accounts and payment to vendors and individual contractors for services; organizing and coordinating seminars, conferences and translations).
- May be responsible for guiding, training, and supervising the work of more junior General Service staff.

CONTRACT ADMINISTRATION:

- Assists with day-to-day administration of contracts between the UN and external contractors for outsourced services.
- Verify contractors' invoices against the goods and services provided by the contractor, processing and following up payment of contractors' invoices.
- Prepares and processes all UN forms and permissions for contractual and work Unit.

Perform other functions as assigned by the Unit supervisor.

Competencies

• PROFESSIONALISM:

Ability to perform a broad range of administrative functions, e.g., budget/work programme, human resources, database management, etc. Ability to apply knowledge of various United Nations administrative, financial and human resources rules and regulations in work

situations. 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.

- **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.

- **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.

Job Specific Qualifications

Work Experience

A minimum of seven (7) years of experience in administrative services, or related area is required.

Experience using Microsoft Word and Excel is required.

Experience providing administrative support to an office of the United Nations common system, or a comparable international organization is desirable.

Experience working in the administrative services on customs, visa, and residence permits matters is desirable.

Experience working with on-line Enterprise Resource Planning (ERP) systems, such as Umoja SAP or other similar ERP systems, to process petty cash expenditures is desirable.

Experience with on-line talent management and/ or performance management systems such as Inspira, Peoplesoft, or other similar systems is desirable.

Languages

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

Assessment

Evaluation of qualified candidates will include an assessment exercise which will be followed by Competency-Based Interview (CBI).

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 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.