

Posting Title : ADMINISTRATIVE ASSISTANT, FS4
Job Code Title : ADMINISTRATIVE ASSISTANT
Department/ Office : United Nations Interim Force in Lebanon
Location : NAQOURA
Posting Period : 25 August 2021-8 September 2021
Job Opening number : 21-ADM-UNIFIL-162423-F-NAQOURA (M)
Staffing Exercise : N/A

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

Org .Setting And Reporting

This position is located within the Division of Political and Civil Affairs/Office of the Deputy Director of Political and Civil Affairs, United Nations Interim Force In Lebanon (UNIFIL) which is located in Naqoura. The incumbent will be under the overall supervision of the Deputy Director.

Responsibilities

The Administrative Assistant will serve in the Office of the Deputy Director, conducting administrative tasks in support of the Political Affairs office and the Tripartite Secretariat. Within delegated authority, the Administrative Assistant FS-4 will carry out the following duties:

General Administration - Provide general office support services to help ensure the smooth functioning of the section. - Draft routine correspondence and respond to enquiries in respect to relevant administrative, financial audit and personnel matters; schedule meetings and appointments; maintain files of administrative instructions and other rules and regulations. - Coordinate extensively with service units and liaise frequently with internal team members. - Perform other related administrative duties, as required e.g., operational travel plan for the section; attendance and leave recording; process and monitor the submission of claims; office supply and equipment maintenance; physical space allocation plans; identification of office technology needs, software and systems; assist with the organization and coordination of seminars, conferences and translations; etc. - Maintain calendar/schedules; monitor changes and communicate relevant information to appropriate staff inside and outside the immediate work unit. - Review, record, route and/or process mail or other documents; gather pertinent background material; track and monitor follow-up action as required. - Maintain files (both paper and electronic) and databases for the section. Perform basic data entry and management functions. - Use standard word processing package to produce a variety of routine

correspondence, reports, tables, charts, graphs, etc., in accordance with institutional standards.

Human Resources Management - Support, process and follow-up on actions related to the administration of the section's human resource activities, e.g., recruitment of staff and consultants, performance appraisal, separation of staff members, etc, ensuring consistency in the application of UN rules and procedures. - Respond to enquiries and provide information and advice to staff regarding their entitlements, administrative procedures, processes and practices, conditions of service and entitlements under the Staff Rules and Regulations. - Maintain and monitor the section staffing table and prepare relevant statistical data and charts as required.

Work implies frequent interaction with the following: Section supervisors, Human Resources, administrative, accounting and general support service staff, contractors and staff throughout the Mission, as well as government and non-government counterparts. Provides direct support to mission senior management including in handling of highly sensitive information.

Competencies

Professionalism: Ability to provide seasoned effective specialized advice in a broad range of human resources, financial, logistical, and administrative areas to the Deputy Director; ability to ensure adequate preparation of reports or rationale with respect to key logistic and administrative decisions; strong negotiation and conflict-resolution skills. Shows pride in work and 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas 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.

- 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; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; Uses time efficiently.

Education

High school or equivalent diploma is required

Work Experience

At least 6 years of progressively responsible experience within the United Nations system or the private sector in the field of administrative services, finance, accounting, human resources, audit, or in other related fields.

At least two years working in support of senior officials or managers is required.

At least one year of experience working in a UN field mission or similar international organization is required.

Experience handling highly confidential front office documents is desirable.

Experience using Enterprise Resource Planning (ERP) tools is desirable (e.g Umoja).

Languages

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

Assessment

Previously rostered candidates may be invited for informal interviews.

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 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.