

Posting Title : ADMINISTRATIVE OFFICER, FS6
Job Code Title : ADMINISTRATIVE OFFICER
Department/ Office : United Nations Interim Force in Lebanon
Location : NAQOURA
Posting Period : 14 January 2022-28 January 2022
Job Opening number : 21-ADM-UNIFIL-171592-F-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 Regional Conduct and Discipline Section, United Nations Interim Force in Lebanon (UNIFIL). The incumbent reports to the Chief of Section or his/her designate.

Responsibilities

Human Resource Management

- Effectively monitors and reviews actions relative to the administration of human resource activities, e.g., recruitment, placement, promotion, performance appraisal, job classification reviews, separation of staff members, training etc., to ensure consistency in the application of UN rules and procedures
- Contributes to define conditions of service, duties and responsibilities, and privileges and entitlements under the Staff Rules and Regulations, in coordination with relevant stakeholders.

Budget and Finance

- Takes the lead with respect to the preparation and implementation of the work programme, ensuring that financial resources are utilized to implement activities in accordance with the Programme Budget and allotments issued.
- Monitors and reviews the work programme and budget by conducting regular and special reviews to assess progress of actual work versus the programme plan.
- Provides guidance and leadership to more junior staff.

General Administration

- Reviews adequacy of field mission's space requirements.
- Oversees the identification of

office technology needs and maintenance of equipment, software and systems, coordinating enhancements as necessary. • Collects, compiles and coordinates training and reporting data to enable creation of monthly, quarterly and annual reports on unit output.

Database Management:

- Performs internal quality control and audit functions related to electronic databases and physical records.
- Creates substantive databases and/or sub-databases to capture relevant information and trends related to misconduct allegations.
- Performs data mining and data analysis to produce relevant narrative, statistical and analytical reports.

Performs other related work as required.

Competencies

Professionalism: Knowledge of applicable prevailing Administrative Rules and guidelines pertaining to human resources, database management and general administration. Ability to meet commitments, prioritize and exercise own initiatives, and capable of working independently. 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. 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 the audience. Demonstrates openness in sharing information and keeping people informed.

Accountability: Takes ownership of all responsibilities and honours commitments. Delivers outputs for which one has responsibility within prescribed time, cost and quality standards. Operates in compliance with organizational regulations and rules. Supports subordinates, provides oversight and takes responsibility for delegated assignments. Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Managing performance: Delegates the appropriate responsibility, accountability and decision-making authority. Makes sure that roles, responsibilities and reporting lines are clear to each staff member. Accurately judges the amount of time and resources needed to accomplish a task and matches task to skills. Monitors progress against milestones and deadlines. Regularly discusses performance and provides feedback and coaching to staff. Encourages risk-taking and supports creativity and initiative. Actively supports the development and career aspirations of staff. Appraises performance fairly.

Education

High school diploma or equivalent is required.

Job Specific Qualifications

Technical or vocational certificate in administrative services, legal affairs, computer science, human resources, business administration or personnel management is required.

Work Experience

At least ten (10) years of progressively responsible experience within the United Nations system or the private sector in the field of administrative services, database management, human resources, audit, or in other related fields, of which three (3) years should have been at a supervisory level is required.

The minimum years of relevant experience is reduced to five (5) years for candidates who possess a first level University degree.

Experience in data mining, database management, creation or administration, in addition to preparing quantitative and qualitative statistical and analytical reports, is required.

Experience in international operations in a post-conflict environment is desirable.

Languages

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

Assessment

Evaluation of qualified rostered candidates may include 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.