

Posting Title : ADMINISTRATIVE ASSISTANT, FS5  
Job Code Title : ADMINISTRATIVE ASSISTANT  
Department/ Office : United Nations Interim Force in Lebanon  
Location : NAQOURA  
Posting Period : 6 February 2023-20 February 2023  
Job Opening number : 23-ADM-UNIFIL-201377-F-NAQOURA (M)  
Staffing Exercise : N/A

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

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### **Org. Setting and Reporting**

This position is located in the Regional Conduct and Discipline Section in UNIFIL/ Naqoura. The incumbent will report directly to, and act under the overall guidance of the Chief, Regional Conduct and Discipline Section.

### **Responsibilities**

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

#### Overall Administrative Support

- Researches and summarizes background material required for the programmatic work of the Team;
- Maintains the calendar and travel plans of the Chief and other members of the Team;
- Screens, prioritizes, drafts and files correspondence;
- Prepares monthly and Annual Reports on the activities of the Team for dissemination to the Heads of Mission/Offices serviced by the RCDT, and to the Conduct and Discipline Unit in Department of Field Support.;
- Provides information and advice to the Team regarding entitlements and administrative procedures;
- Assists in the preparation of training/educational materials using a full range of software technologies;
- Liaises with other members of the Regional Conduct and Discipline Team to ensure consistency in approach;

- Performs other related administrative duties, as required (e.g., preparation of training and travel plans, processing of travel claims, attendance tracking, identification of office technology needs and maintenance of equipment, software and systems, organize and coordinate seminars, presentations and workshops.)

#### Information management

- Coordinates the dissemination of information on the activity and the modus operandi of the Team;
- Assists in the intake of new cases and logs relevant information in the database;
- Maintains up-to-date databases (Misconduct Tracking System and internal database) and ensures that all entries are accurate by establishing a proper tracking system for all cases, allegations and correspondence.
- Establishes and maintain the filing system and reference unit of the Team;
- Assists in maintaining and updating the website of the Team;
- Sets up spreadsheets and database files and keeps them up-to-date, suggests different ways for presenting required statistical information, including graphs and charts;
- Interacts with respective focal points at the Missions/Offices serviced by the Team to ensure the consistency and integrity of data;
- Plays a key role in preserving the confidentiality of all information exchanged and archived by the Branch;

#### Budget and Finance

- Provides assistance in the preparation and development of the Team's work programme and budget;
- Reviews, analyses and assists in the finalization of cost estimates and budget proposals;
- Assists managers in the elaboration of resource requirements for budget submissions;
- Monitors budget implementation/expenditures and recommends reallocation of funds as necessary;
- Assists in finalization of budget performance reports, analysing variances between approved budgets and actual expenditures.
- Perform other relevant duties as required.

#### **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. Is able to act in a confidential, impartial and independent manner; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; 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 & 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.

### **Education**

High school diploma or equivalent is required.

### **Job Specific Qualifications**

Certificates of other academic qualifications in administration, secretarial skills, or similar is desirable.

### **Work Experience**

A minimum of eight years of experience in administrative services, general office support, finance, human resources or related area is required.

Experience in applying United Nations administrative, financial and human resources rules and regulations is desirable.

Field experience with a Conduct and Discipline Team or similar sections is desirable.

### **Languages**

For this post, fluency in English is required. Knowledge of French and/or Arabic is desirable.

## **Assessment**

Evaluation of qualified candidates may include an informal interview.

## **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.