



TEMPORARY JOB OPENING

26 September 2016

Ref. No: TJO/2016/004

GS-5	Administrative Assistant
TJO Grade Level	Functional Title
Audit Response, Risk Management and Board of Inquiry Unit, Office of the DMS	
Department/Office/Division	
Administration	
Occupational Group (See list on last page)	
GS-4 and GS-5	09 October 2016
Open to	Deadline
(Current Grade of Applicant)	(DD/MM/YYYY)

Service/Section:	Office of the DMS	Estimated Start Date:	ASAP
Duty Station:	UNIFIL	Possibility of Extension?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Duration:	One year	Open to External Candidates?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

DUTIES AND RESPONSIBILITIES

Under the supervision of the Chief of the Audit Response, Risk Management and Board of Inquiry Unit, the incumbent will be responsible for the following duties:

- Assists in the overall smooth functioning of the unit by the full range of office management and administrative support functions including collecting, receiving, screening and filing of all correspondence, typing, proofreading, etc.
- Maintains liaison with other offices within UNIFIL regarding administrative matters such as Noticas and Noticas Confirmation, Financial Disclosure Programme, Essential staff lists, etc.
- Ensures smooth and efficient information flow within the unit and assists in the development of office administrative systems and procedures.
- Responds or drafts responses to a range of correspondence and other communications.
- Maintains an electronic log of all correspondence addressed to or from the unit.
- Assists in the Boards of Inquiry by arranging meetings with witnesses, providing language assistance, including translation during interviews with third parties and / or local authorities, translation of documentation and other related material.
- Maintains files (both hard and electronic) of all the Boards of Inquiry, manages, updates and assists in improving of the Board of Inquiry database.
- Provides statistical and other reports from the database.
- Follows-up on the status of implementation of recommendations made by Boards and provides the required feedback when requested.
- Assists in arranging and coordination of meetings such as Entry and Exit Conferences, the visit of the Board of Auditors and / or other Oversight Bodies.
- Attends the meetings, prepares minutes, and monitors follow-up activities.
- Provides assistance in following-up on the status of implementation of audit recommendations and maintains and updates the Audit Tracking Database. Provides statistical and other reports

with regard to audits.

- Provides assistance in maintaining all documentation / reports and registers regarding Risk Management. Assists in following-up with sections and units in providing information and regular updates; assists in preparing statistical and other reports when required.
- Assists in the preparation of presentation and / or training materials using appropriate technology / software.
- Maintains the leave and attendance records of the unit and reservation of the conference room.
- Maintains office supplies and equipment orders.
- Undertakes other duties as may be assigned from time to time.

COMPETENCIES

- **Professionalism:** Knowledge of general office and administrative support including administrative policies, processes and procedures. 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.
- **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; 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.

QUALIFICATIONS

Experience:

Minimum of five (05) years of experience in the field of administration is required.

Education:

High school diploma or equivalent is required.

Languages:

Fluency in oral and written English is required. Knowledge of French is desirable.

Other Skills:

- Good computer skills (Word, Excel, PowerPoint and other UN software) are required.
- Candidates must have passed the United Nations Administrative Support Assessment Test (ASAT) or an equivalent /appropriate locally-administered test at Offices Away from Headquarters.

Additional Comments:

Submit **a fully completed** and signed application form (P.11) in English.

Although in the P.11 form, it is indicated that you should not send or attach any documentary evidence at this stage, please do attach copies of High School degree and work certificates.

The P.11 and supporting documents should be sent to the Chief of Human Resources Management Section, UNIFIL, Naqoura:

- 1) Via e-mail to unifil-recruitment@un.org or;
- 2) Apply online through our [WEBSITE: unifil.unmissions.org](http://WEBSITE:unifil.unmissions.org)

Internal candidates should submit copies of their latest two e-performance documents.

Important notes:

- 1) **Applications that do not include copies of high school certificate / work certificates will be considered incomplete and will not be taken into consideration.**
- 2) Please ensure that the Temporary Job Opening Number is clearly indicated in your application;
- 3) Due to the large volume of applications, we regret not being able to reply to everyone and will only contact the most suitable candidates for the test and/or an interview;
- 4) Preference will be given to equally-qualified female candidates.

DOCUMENTS REQUIRED:

- Cover Letter**
- PHP**
- The two latest signed e-performances**
- Others: High School and Work Certificates**

Please choose from this list of Occupational groups:

Administration	Jurists
Civil Affairs	Legal Affairs
Civilian Police	Logistics
Conference Services	Management and Program Analysis
Drug Control and Crime Prevention	Medical
Economic Affairs	Ombudsman
Electoral Affairs	Political Affairs
Engineering	Procurement
Finance	Program Management
Human Resources	Public Information
Human Rights	Science and Technology
Humanitarian Affairs	Security
Information Management	Social Affairs
Information Systems and Technology	Social Sciences
Internship	Statistics

Note:

While this temporary assignment will provide the successful applicant with an ideal opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post.

Internal candidates for this purpose is defined as staff members currently serving under 100 series appointment who have been recruited after a competitive examination under staff rule 104.15 or after the advice of a Secretariat joint body under staff rule 104.14. External applicants may be considered when it is not possible to identify suitable internal candidates of the same department/office.

Please note that external candidates are generally not entitled to be appointed at the advertised level of this temporary vacancy and will therefore be graded in accordance with the current recruitment guidelines. This means that the grade may be at a lower level than that of the advertised level of the post.

For information on the provisions for special post allowance, please refer to ST/AI/1999/17.