



TEMPORARY JOB OPENING

05 October 2016

Ref. No: TJO/2016/005

GS-4	Administrative Assistant
TJO Grade Level	Functional Title
Joint Geographical Information Section/ RICTS	
Department/Office/Division	
Administration	
Occupational Group (See list on last page)	
GS-3 and GS-4	18 October 2016
Open to (Current Grade of Applicant)	Deadline (DD/MM/YYYY)

Service/Section:	RICTS	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

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

- Performs a wide range of office support and administrative functions.
- Responds or drafts responses to routine correspondence and other communications; uses standard word processing package to produce a wide variety of large, complex documents and reports.
- Monitors processes and schedules related the unit's outputs, products, tasks, etc.; where applicable, assists in the verification of receipt and accuracy of requisite documents, approvals, signatures, etc. to ensure compliance with relevant legal, financial and other requirements.
- Researches, compiles and organizes information and reference materials from various sources for reports, work plans, studies, briefings, meetings/conferences, etc.
- Generates a variety of standard statistical and other reports, work orders, etc., using various databases.
- Proofreads documents and edits texts for accuracy, grammar, punctuation and style, and for adherence to established standards for format.
- Screens phone calls and visitors; responds to moderately complex information requests and inquiries (e.g. answers requests requiring file search, etc.), and as necessary, refers inquiries to appropriate personnel for handling.
- Provides secretarial, administrative and logistics support to meetings, boards, committees, conferences, etc.
- Assists in the maintenance of websites by scanning, converting and posting a variety of documents onto the site.
- Assists in the preparation of presentation materials using appropriate technology/software.
- Maintains calendar/schedules; monitors changes and communicates relevant information to appropriate staff inside and outside the immediate work unit.

- Performs data entry and extraction functions.
- Reviews, records, distributes and/or processes mail and other documents; follows-up on impending actions.
- Updates and maintains large distribution lists; monitors, prepares and distributes various materials, reports, where possible using electronic formats; handles arrangement for printing and translation as necessary; coordinates shipment arrangements, courier services, etc.
- Performs general administrative tasks (e.g. leave and attendance recording, arrangements for meetings and other events, reservations, budget follow-up, etc.), to include preparing and/or processing administrative requests/documents (e.g. requisitions, purchase orders, travel requests, contracts, expenditure authorizations, visa applications, etc.).
- Maintains files (both paper and electronic) and databases for work unit.
- Assists in providing software and office equipment support.
- Receives and processes map requests and arranges map delivery to customers. Assists clients in identifying their needs and completing the necessary map requests: key on daily basis requests into GIS information management systems.
- Prints on regular basis required maps, image maps and catalogues. Operates large printers, plotters, laminator, cutter and map folding machine.
- Performs other duties as assigned.

COMPETENCIES

- **Professionalism:** Knowledge of relevant UN rules, regulations, administrative procedures, policies and directives, and of inventory and control guidelines, directives 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.
- **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.
- **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.

QUALIFICATIONS

Experience:

Minimum of three (03) years in general office support 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, i.e. MS Office (Word, Excel, PowerPoint, & SharePoint) and Outlook.
- 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:

- Via e-mail to unifil-recruitment@un.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.