



UNITED NATIONS SUPPORT OFFICE IN SOMALIA (UNSO)

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY
THIS POSITION IS OPEN TO KENYA NATIONALS ONLY AND DOES NOT HAVE INTERNATIONAL BENEFITS
FEMALE CANDIDATES ARE PARTICULARLY ENCOURAGED TO APPLY

DEADLINE FOR APPLICATIONS	:	28 FEBRUARY 2020
DATE OF ISSUANCE	:	29 JANUARY 2020
FUNCTIONAL TITLE	:	ADMINISTRATIVE ASSISTANT
LEVEL	:	GL-5
SECTION	:	CENTRALISED WAREHOUSING SECTION
LOCATION	:	MOMBASA
DURATION OF CONTRACT	:	ONE (01) YEAR FIXED-TERM APPOINTMENT
VACANCY ANNOUNCEMENT NUMBER	:	UNSO/CWS/006/2020

Special Notice

This position is funded for an initial period of one year, extension of appointment will be subject to budgetary approval. Appointment against this post is on a local basis. The candidate is responsible for any travel expenses incurred in order to take-up the appointment. All applicants are strongly encouraged to apply on-line as soon as possible after the job opening has been posted and well before the deadline stated in the job opening.

Interested applicants who are working with UN Contractors must fulfil the obligations of their contracts with the UN Contractors in order to be eligible to apply for this vacancy.

Organizational setting and reporting relationships:

This position is located at the United Nations Support Office for Somalia (UNSO) in Mombasa. The incumbent reports to the Chief Mombasa Support Base under the direct supervision of the section team leader.

Working within the office of the Chief Mombasa Support Base (MSB) the incumbent will be under the overall supervision of the section team leader and the direct supervision of Chief Mombasa Support Base (CMSB), the incumbent performs the following duties:

Duties and Responsibilities:

- Liaises with central administration/executive services as required;
- Perform various actions related to the administration of the unit's human resource activities, e.g., recruitment, placement, separation of staff members, training etc., consistently applying UN rules, regulations, policies and procedures.
- Monitors assigned staffing tables for a variety of human resource activities, e.g., appointments, retirement, expiration of appointments, reassignments, transfer and movement of staff.
- Assists in providing detailed specifications for new equipment acquisitions and in making suggestions for adapting existing equipment to new environs; Assists in devising systems contract Requests for Proposals (RFPs); Supervises staff within Unit.
- Assists by initializing the accounting records for the Property and Control Inventory Unit, supervising the Receiving and Inspection of all UN owned property, participating in the In-Survey of contingent owned equipment, evaluating requirements and producing initial assessments for mission budget planning for section commodities;

- Ensures that the field mission's assets are bar-coded, decaled and tagged as per guidelines; Assist in managing and maintaining a comprehensive electronic database of expendable and non-expandable property;
- Assists in preparing a variety of monthly, yearly and ad hoc inventory reports of the field mission's property as required, including those on surplus (damaged/obsolete) non-expandable property on consumption, proposed consumption and local/HQ procurement lead-time for non-expandable property etc.
- Provides guidance to mission and/or subordinate staff.
- Identifies and reports issues/problems as they arise, and recommends appropriate action
- Coordinates regularly with service units and liaises as needed with internal team members both at the mission and in outstations;
- Performs other related administrative duties, as required (e.g., travel, monitoring accounts and payment to vendors and individual contractors for services, reviews physical space plans and assists in the identification of office technology needs, maintenance of equipment, software and systems, organizes and coordinate seminars, conferences and translations).

Competencies:

Professionalism: Substantive experience/knowledge of the UN systems, staff rules and regulations as well as administrative policies and practices. Ability to manage processes, maintains accurate records, interpret/analyse a wide variety of data. Show pride in work and in achievements; demonstrate professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; show persistence when faced with difficult problems or challenges.

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.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; Places team agenda before personal agenda; Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Qualifications and Experience:

Education: High school diploma or equivalent is required. Technical training in Business Administration is highly desirable.

Experience: A minimum of five (5) years of progressively responsible experience in Administration, Finance, Supply Chain Management or related area. Solid computer skills including proficiency in word processing and spreadsheets is required. Specific knowledge of the UN administrative electronic tools, such as Umoja or ERP is desirable. Must be familiar with function-related provisions of United Nations Rules, Regulations, Manuals and Policies. Experience working at a UN field mission or UN Agencies in this capacity is desirable.

Language: Excellent written and oral command of English is required. Knowledge of another official United Nations language is an advantage.

Assessment: Evaluation of qualified candidates for this position may include a substantive assessment which will be followed by a competency-based interview.

How to Apply:

Qualified candidates may submit their applications including their United Nations Personal History form (PHP) to the address mentioned below **quoting vacancy announcement number and functional title on the subject** line on or before the deadline. **The PHP is on the <https://unsos.unmissions.org/jobs>**. Applications submitted after the deadline **28 February 2020** not be accepted.

Curriculum Vitae (CV) will not be accepted. Only shortlisted applicants will be contacted for interview.

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Email: recruitment-unsoa@un.org

Kindly attach a copy of High School Certificate, Passport and or National Identification Card.

These are required as part of your application for consideration of eligibility.

Please note CID and NISA Certificates are required at a later stage of the recruitment process.

The United Nations shall place 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 DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING).