



**UNITED NATIONS SUPPORT OFFICE FOR 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**

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| <b>DEADLINE FOR APPLICATIONS:</b>   | <b>20 DECEMBER 2016</b>                 |
| <b>DATE OF ISSUANCE:</b>            | <b>07 DECEMBER 2016</b>                 |
| <b>FUNCTIONAL TITLE:</b>            | <b>ASSOCIATE ADMINISTRATIVE OFFICER</b> |
| <b>LEVEL:</b>                       | <b>NO-B</b>                             |
| <b>SECTION:</b>                     | <b>ADMINISTRATION</b>                   |
| <b>LOCATION:</b>                    | <b>MOMBASA</b>                          |
| <b>DURATION OF CONTRACT:</b>        | <b>ONE (01) YEAR FIXED TERM</b>         |
| <b>VACANCY ANNOUNCEMENT NUMBER:</b> | <b>UNSOM/MSB/062/2016</b>               |

**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:**

Under the overall supervision of the Chief Support Base Mombasa; the Associate Administrative Officer will be responsible but not limited to the administrative related activities within the Support Base which is based in Mombasa, Kenya.

**Duties and Responsibilities:**

Within the delegated authority of the Chief, Supply Chain Integrated Warehouse & Distribution and under the direct overall supervision of the Chief Mombasa Support Base, the Associated Administrative Officer will be responsible for the following duties:

**Human Resource Management**

- Undertakes actions related to the administration of the unit's human resource activities, e.g., recruitment, placement, promotion, performance appraisal, job classification reviews, separation of staff members, training etc., ensuring consistency in the application of UN rules and procedures.
- Provides information regarding conditions of service, duties and responsibilities, and privileges and entitlements under the Staff Rules and Regulations.
- Provides information on unit's staffing needs for inclusion in department's staffing table.

**Budget and Finance**

- Assists in developing the unit's work program and budget; analyses inputs and formulates resource allocations by work program, or business processes.
- Using Umoja, monitor budget/work program with respect to Headquarters' budget, trust funds and grants, on a regular basis, and reallocates resources as necessary.
- Supports the implementation of procedures and systems for implementing the appropriate financial database.
- Follow-up pending entitlements, payments and claims.
- Contributes to the development of budgetary guidelines for own unit.

## General Administration

- Supervises support staff as required.
- Performs other related administrative duties, as required (e.g., operational travel programme, monitoring accounts and payment to vendors and individual contractors for services, physical space planning and the identification of office technology needs and maintenance of equipment, software (Umoja) and systems).

## Competencies:

**Professionalism:** Knowledge of administrative, budgetary, financial and human resources policies and procedures. Ability to apply various United Nations administrative rules and regulations in work situations. Conceptual analytical and evaluative skills to conduct independent research and analysis. Ability to identify issues, formulate opinions, make conclusions and recommendations. 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.

**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.

**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 audience; demonstrates openness in sharing information and keeping people informed.

## Qualifications

**Education:** Advanced university degree (Master's degree or equivalent) in business or public administration, finance, accounting, law, social studies or related field is required. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

**Experience:** A minimum of two years of progressively responsible experience in administration, finance, accounting, human resources management or related area is required. UN field mission experience or other international field experience is desirable.

**Languages:** English and French are the working languages of the United Nations Secretariat. For this position, fluency in English is required. Knowledge of other UN language is an advantage.

## Assessment Method

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

## Additional Information:

Candidates who are not selected, but whose performance in the interview process nevertheless demonstrated them to be suitable for a similar function may be kept on a roster for up to 12 months. Candidates placed on the roster may be considered for selection against future vacancies for the same function and level.

## How to Apply:

Qualified candidates may submit their applications including their United Nations Personal History form (P.11) to the address mentioned below on or before the deadline. The P.11 is on the <https://unsos.unmissions.org/jobs>. Applications submitted after the deadline **20 December 2016** will not be accepted. **CVs will not be accepted.**

**Email: [recruitment-unsoa@un.org](mailto:recruitment-unsoa@un.org)**

**Please quote, Vacancy Announcement Number and Functional Title in the subject of the e-mail**

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).

