



UNITED NATIONS SUPPORT OFFICE IN SOMALIA

(UNSOS)

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: 06 MARCH 2020
DATE OF ISSUANCE: 07 FEBRUARY 2020
FUNCTIONAL TITLE: STAFF ASSISTANT
LEVEL: GL-5
SECTION: SUPPLY CHAIN MANAGEMENT
LOCATION: NAIROBI
DURATION OF CONTRACT: FIXED TERM APPOINTMENT
VACANCY ANNOUNCEMENT NUMBER: UNSOS/SCM/009/2020

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 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 to be eligible to apply for this vacancy.

Organizational Setting and Reporting Relationships:

This position is in the Office of the Chief, Supply Chain Management Service/Head of Office, Nairobi, within the United Nations Support Office in Somalia (UNSOS). The incumbent reports to the Administrative Officer.

Duties and Responsibilities

Within limits of delegated authority, the Staff Assistant is responsible for the following duties:

Works closely with UNON Host Country Services Unit (HCSU) to ensure the implementation of host country privileges and entitlements for UNSOS and UNSOM staff members and their eligible dependents, and international consultants in Kenya, including the following:

- Orientation of new staff members on host country entitlements, privileges and immunities;
- Application for notification of arrival for new staff members and dependents, as well as notification of departure for staff members leaving the Mission;
- Application for entry visas/work permits, including visas for staff members travelling to other countries on official business;
- Application for dependents pass for accompanied staff members;
- Application for diplomatic identity cards;
- Application for personal identification numbers;
- Application for Kenyan driving license; Application for Value Added Tax (VAT) exemptions;
- Registration of vehicles for the Mission, staff members and their dependents, including disposal of the same.

- Assists in the overall administration of the section/unit i.e. provides substantive and administrative assistance in managing priorities and workflow of the manager and of the work unit; assists in coordinating and monitoring of multiple and diverse activities and work processes to ensure that management directives and decisions are properly carried out and products delivered in a timely manner.
- Provides assistance in compiling and analyzing basic data from a variety of sources, summarizing and presenting conclusions for review by the manager.
- Serves as a communications link between supervisor and senior staff; on behalf of supervisor, keeps others informed by conveying directives, reports, status updates and other relevant information; brings sensitive and urgent matters to the attention of the manager.
- Screens and prioritizes all incoming correspondence; compiles relevant background documents and references.
- Identifies issues requiring the manager's attention and refers others to the relevant officer for appropriate disposition; monitors and follows-up on actions to be taken.
- Researches, compiles and summarizes background materials for use in preparation of reports, briefs, and speeches.
- Independently handles a wide range of complex information requests and inquiries (e.g. answer requests requiring file or other research); responds, or drafts responses, to a diverse range of correspondence and other communications.
- Provides assistance in improving administrative procedures and systems to ensure smooth functioning of the department, including filing (paper and electronic) systems.
- Oversees work of junior office support staff; establishes priorities and deadlines, assigns work and reviews outputs upon completion; trains office support staff in administrative, protocol and other relevant procedures.
- Prepares, processes, and classifies confidential information.
- Handles a wide range of administrative duties/processes (e.g. leave and attendance records, timesheets, travel arrangements, visa applications, expense statements, telecommunications charges, equipment purchase, service and supply requisitions, conference room bookings, etc.).
- Manages, updates, and further develops internal databases; updates website; generates a variety of standard and non-standard statistical and other reports from various databases.
- Performs other duties as assigned.

Competencies:

Professionalism: Ability to perform a broad range of protocol functions; 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

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.

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.

Qualifications:

Education: High school diploma or equivalent is required.

Experience: A minimum of five (5) years of progressively responsible experience in the field in administrative services or other related area.

Languages: English and French are the working languages of the United Nations Secretariat. For this position fluency in English (both oral and written) is required.

Assessment Method 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 **06 March 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 copy of PHP, all relevant academic certificates, 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).