



UNITED NATIONS SUPPORT OFFICE IN SOMALIA
(UNSOS)

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

DEADLINE FOR APPLICATIONS	:	21 JANUARY 2020
DATE OF ISSUANCE	:	15 JANUARY 2020
FUNCTIONAL TITLE	:	ADMINISTRATIVE ASSISTANT
LEVEL	:	GL-5
SECTION	:	HUMAN RESOURCES SECTION
LOCATION	:	NAIROBI
DURATION OF CONTRACT	:	TEMPORARY APPOINTMENT
JOB OPENING NUMBER (INSPIRA)	:	19-ADM-UNSOS-129390

Org. Setting and Reporting

This position is in the Human Resources Section (HRS) within the United Nations Support Office in Somalia (UNSOS) and is based in Nairobi. The Administrative Assistant reports to the Chief Human Resources Officer. Within the delegated authority, the Human Resources Assistant will be responsible for the following duties:

Responsibilities

General Administration:

- Maintaining event calendar for the Chief Human Resources Officer; updating and maintaining files; overseeing and maintaining contact address lists for Chief Human Resources Officer; screening and prioritizing incoming and outgoing correspondence; submitting issues requiring urgent attention to the Chief Human Resources Officer;
- Drafting routine correspondence to respond to inquiries in respect to relevant administrative, financial audit and personnel matters.
- Advising staff on visa matters etc.,
- Liaising with the Front Offices of Mission Senior Officials on correspondence and urgent matter.
- Coordinating extensively with service sections/units and liaising frequently with internal team members in the field mission.
- Performing 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; identification of office technology needs and maintenance of equipment, software and systems; organizing and coordinating seminars, conferences and translations).

Contract Administration:

- Assisting with the day-to-day administration and follow up on Enterprise Resource Planning (ERP) processes, including raising of Purchase Orders and other related actions.
- Preparing, processing and following-up on administrative arrangements related to official travel for the Chief Human Resources Officer, including Movement of Personnel.
- Performing other duties as required

Human Resources Section

- Initiating, reviewing, processing and following-up on actions related to the administration of the work unit's human resource activities, e.g., recruitment, relocation, performance appraisal, separation of staff members, training etc., consistently applying UN rules, regulations, policies and procedures.
- Overseeing the maintenance of front office files and keeps track of status of selection memos; offer management.
- Responding to inquiries and providing information to staff regarding their entitlements, administrative procedures, processes and practices, conditions of service, duties and responsibilities, and entitlements under the Staff Rules and Regulations.
- Monitoring assigned staffing tables for a variety of human resource activities, e.g., appointments, retirement, expiration of appointments, reassignments, transfer and movement of staff.

Competencies

Professionalism: Proven experience and support in front office management processes. 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.

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.

Client Orientation: Considers all "clients" and seek their point of view; establishes and maintains productive partnerships; identifies clients' needs and provide solutions; monitors the clients' environment and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timelines for delivery of products or services to clients.

Education

High school diploma or equivalent. Technical training in human resources or front office management is desirable.

Work Experience

At least five (5) years of progressively responsible experience in finance, accounting, human resources, audit, administrative services or other related fields is required.

Computer skills including proficiency in word processing and excel spreadsheets is required.

Experience in the United Nations system or other international organization is desirable.

Experience in UN administrative tools, such as SAP (Umoja) or other ERP systems is desirable.

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

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

Special Notice

This position is open to Kenya Nationals only and does not have International benefits. Female candidates are encouraged to apply.

This is a Temporary Job Opening. This position is funded until 30 June 2020. Extension of appointment will be subject to budgetary approval.

This position is subject to local recruitment pursuant to staff rule 4.4 of the United Nations Staff Rules. All staff in the General Service and related categories shall be recruited in the country or within commuting distance of each office, irrespective of their nationality and of the length of time they may have been in the country. A staff member subject to local recruitment shall not be eligible for the allowances or benefits exclusively applicable to international recruitment.

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. Kindly attach copy of all relevant academic certificates, Passport and or National Identification Card. These are required as part of your application for consideration of eligibility.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment. Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places 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 Secretariat is a non-smoking environment. Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira.

For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the inspira account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application. Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

How to Apply:

In order to submit an application, you must first register on United Nations website <https://inspira.un.org> (click here to register). After you have registered you will be taken to your Careers Home page, where you will complete your profile and all other information relating to your application.

For more information please refer to Application Guide: <https://careers.un.org>

Please note Curriculum Vitae (CVs) and Resumes will be NOT be accepted.

Only shortlisted candidates will be contacted

DO NOT SEND YOUR APPLICATION TO: <https://unsos.unmissions.org/jobs>

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.