

Administrative Assistant (National Individual Contractor)

DEADLINE FOR APPLICATIONS:	18 November 2016
DATE OF ISSUANCE:	11 November 2016
FUNCTIONAL TITLE:	ADMINISTRATIVE ASSISTANT
SECTIONS/UNITS:	MULTIPLE
LOCATION:	NAIROBI/MOMBASA
TYPE OF CONTRACT:	NATIONAL INDIVIDUAL CONTRACTOR
DURATION OF CONTRACT:	1 – 9 MONTHS
VACANCY ANNOUNCEMENT NUMBER:	UNSOS/ADM/0016/2016

SPECIAL NOTICE:

The United Nations Offices maintain rosters of qualified and available candidates to fill anticipated job openings in peacekeeping operations, special political mission and other field operations.

The purpose of this job opening is to generate a roster of qualified candidates for the United Nations Support Office in Somalia (UNSOS). Successful candidates will be placed on the roster for future vacancies. Roster membership does not guarantee employment with the UN.

UNSOS/ADM/011/2016 is hereby cancelled and is being replaced by this one.

Only Kenyan nationals/residents are eligible to apply for this position. All applications must be in the prescribed UN Personal History Form (P11). No other form of applications will be accepted.

Organizational Setting and Reporting Relationships: These positions are located in Units across the Organization. The incumbent will be reporting to one or more officers.

Responsibilities: Within limits of delegated authority and depending on location, Administrative Assistants may be responsible for the following duties: *(These duties are generic, and may not be performed by all Administrative Assistants.)*

- ☐ Performs a wide range of office support and administrative functions.
- ☐ Drafts responses to routine correspondence and other communications; uses standard word processing package to produce a wide variety of large, complex documents and reports.
- ☐ Assist with monitoring processes and schedules related to 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.
- ☐ 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 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 preparation of presentation materials using appropriate technology/software and related applications such as word, excel, PowerPoint etc.

- ☐ Maintains calendar/schedules; monitors changes and communicates relevant information to appropriate staff inside and outside the immediate work unit.
- ☐ Assist in maintaining an effective filing system for easy reference and retrieval when required.
- ☐ 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;
- ☐ Performs general administrative tasks (e.g. leave and attendance recording, arrangements for meetings other events, reservations, notes taking etc.), to include preparing and/or processing administrative requests/documents (e.g. requisitions, purchase orders, travel requests, Movement of Personnel (MOP), Special Flight Requests (SFR), Cargo Movement Requests (CMRs), contracts, expenditure authorizations, visa applications, etc.).
- ☐ Performs other duties as may be assigned.

Work implies frequent interaction with the following:

Staff in related organizational units across the Organization.

Visitors and representatives from UN Common System and other international organizations, NGOs, etc.

Results Expected: Effectively delivers of a wide range of administrative and office support functions under minimal supervision. Regularly assists in drafting routine correspondence and other communications. Accurately and in a timely manner, produces a range of documents, reports and other outputs. Appropriately applies relevant guidelines, procedures and processes. Establishes effective working relationships with internal and external contacts at all levels.

Competencies:

- ☐ **Professionalism** – Knowledge of general office and administrative support including administrative policies, processes 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.
- ☐ **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.
- ☐ **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.
- ☐ **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: Three years of experience in general office support or related area is required.

Language: English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of another official United Nations language is an advantage.

Assessment

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

Other: Fluency in Microsoft Office (word, excel, PowerPoint etc.) is required.

How to Apply:

Qualified candidates may submit their applications including their United Nations Personal History from (P11) to recruitment-unsoa@un.org before the deadline of close of business 18 Nov 2016. Blank P11 forms can be accessed via <http://www.unon.org/>. Applications received after the deadline will not be considered. No CVs will be accepted. Please quote the Vacancy Announcement number and functional title in the subject line of your email.

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 its subsidiary organs.

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING OR TRAINING).