



**UNITED NATIONS SUPPORT OFFICE IN SOMALIA
(UNSOS)**

**UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY
THIS POSITION IS OPEN TO LOCAL RECRUITMENT AND DOES NOT HAVE INTERNATIONAL ALLOWANCES OR
BENEFITS. FEMALE CANDIDATES ARE PARTICULARLY ENCOURAGED TO APPLY**

DEADLINE FOR APPLICATIONS : 10 MARCH 2022
DATE OF ISSUANCE : 09 FEBRUARY 2022
FUNCTIONAL TITLE : ADMINISTRATIVE ASSISTANT
LEVEL : GL-5
SECTION : SCM - CENTRALIZED WAREHOUSING
LOCATION : MOGADISHU
DURATION OF CONTRACT : ONE YEAR (1) FIXED APPOINTMENT
VACANCY ANNOUNCEMENT NUMBER : UNSOS/CWS/006/2022/SM

Special Notice:

This position is funded for an initial period of one year, extension of appointment will be subject to budgetary approval. A staff member subject to local recruitment shall not be eligible for the allowances or benefits exclusively applicable to international recruitment. 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.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

Organizational Setting and Reporting Relationships:

Under the overall supervision of the Chief, Central Warehouse Section, the Administrative Assistant will be responsible but not limited to the work in the areas of administrative related activities within UNSOS and will be based in Mogadishu.

Key Duties and Responsibilities:

Within the delegated authority and under the direct overall supervision of the Chief Central Warehouse Section, the Administrative Assistant will be responsible for the following duties:

Human Resources Management

- Initiates, processes, monitors, reviews and follows-up on actions related to the administration of the unit's human resource activities, e.g., recruitment, placement, relocation, promotion, performance appraisal, job classification reviews, separation, training etc., consistently applying UN rules, regulations, policies and procedure.
- Liaises with central administration/executive services as required.
- Maintains vacancy announcement files and updates track vacancy announcements.
- Advises staff and contractors on visa matters.

- Provided information and advice to staff/consultants with respect to conditions of service, duties, and responsibilities, privileges and entitlement under the Staff Rules and Regulations.
- Monitors assigned staffing tables for a variety of human resource activities e.g appointments, retirement, expiration of appointments, reassignment, transfer, and movement of staff.

Budget and Finance

- Consolidates data received and provides support to higher-level staff with respect to budget reviews.
- Reviews status of relevant expenditures and compares with approved budget.
- Assists in the preparation of budget performance submissions.
- Prepares statistical tables and standard financial reports.

General Administration

- Provides guidance to mission and /or subordinate staff.
- Identifies and reports issues/problems as they arise and recommends appropriate actions.
- Coordinates regularly with service units and liaises as needed with internal team members both at mission and in sectors.
- Prepares and processes all UN forms and permissions for contractual and work Unit, Section or Service UN staff, including UN grounds passes and property passes.
- Performs other related administrative duties, as required, e.g., operational travel program; physical space planning; identification of office technology needs and maintenance of equipment, softwares and systems; organizing and coordinating administrative arrangements for seminars, conferences and translations.
- Aids in the preparation and development of the office's work programs.
- Assist CWS Units in matters related to Service Delivery Sections and provide day to day client support i.e. coordination and support within CWS.

Competencies:

Professionalism: Ability to perform a broad range of administrative functions, e.g., budget/work program, human resources, database management, etc. Ability to apply knowledge of various United Nations administrative, financial and human resources rules and regulations in work situations. 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.

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, sound knowledge of MS Office software (Word, Excel, Outlook) is a requirement. A certificate of administrative management is desirable.

Experience: Four (4) years of experience in administrative services, finance, accounting, audit, human resources or related area.

Language: For the post advertised, fluency in oral and written English is required. Knowledge of local language desirable.

Assessment Method: Evaluation of qualified candidates for this position may include a substantive assessment which will be followed by a 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 seven years. 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 Profile (PHP) to the address mentioned below quoting vacancy announcement number and functional title on the subject line on or before the deadline. The P.11 is on the <https://unsos.unmissions.org/jobs>. Applications submitted after the deadline **10 March 2022** will not be accepted. **Curriculum Vitae (CVs) will not be accepted. Only shortlisted candidates will be contacted.**

Email: recruitment-unsos@un.org

Kindly attach a 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.

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).**