



**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	:	16 JUNE 2021
DATE OF ISSUANCE	:	18 MAY 2021
FUNCTIONAL TITLE	:	ADMINISTRATIVE ASSISTANT
LEVEL	:	GL-5
SECTION	:	CENTRALIZED WAREHOUSING SECTION
LOCATION	:	MOMBASA, KENYA
DURATION OF CONTRACT	:	ONE (1) YEAR FIXED TERM APPOINTMENT
VACANCY ANNOUNCEMENT NUMBER	:	UNSOS/CMS/006/2021

Special Notice:

This position is funded for an initial period of one year and may be subject to extension. Appointment against this position 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 Contractors in order to be eligible to apply for this vacancy.

Organizational Setting and Reporting Relationships:

This position is located at the United Nations Support Office for Somalia (UNSOS) in Mombasa. The incumbent reports directly to the Head of Office, Mombasa. The incumbent performs the following duties:

Duties and Responsibilities:

Within delegated authority, the Administrative Assistant will be responsible for the following:

Under the direct supervision of Head of Office, Mombasa Support Base (MSB), the incumbent will perform the following duties:

- Assists in the overall administration of the section/unit and MSB, provides substantive and administrative assistance to the unit; Liaises with central administration/executive services as required.
- Assists in managing priorities and workflow of the unit, 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 administrative actions to be taken.
- Drafts memos reports and records minutes of the meetings. Ensure proper filing and record keeping of all documents for audit purposes; Assists in archiving efforts of MSB.
- Assist in compiling and analyzing basic data from a variety of sources, summarizing and presenting for review by the manager.
- Assists in wide range of warehouse operations and monitoring diverse activities and work processes to ensure that established guidelines and practices are properly followed, and products are delivered in a timely manner.
- Assists in the conduct of periodic physical inventories of expendable and non-expendable assets and report results.
- Act as the Occupational Health and Safety (OHS) and Environmental Focal Point for Warehouse and follow up on all OHS and Environmental Audit recommendations.
- Perform other duties as assigned by Head of Office.

Competencies:

Professionalism: 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; show 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:

Education: High school diploma or equivalent is required. Technical training in Finance, Budget, Human Resources Management or Administration is highly desirable.

Experience: A minimum of five (5) years of progressively responsible experience in administration, finance, budget, accounting, audit, human resources, or related area. Solid computer skills including proficiency in word processing and spreadsheets is required. Experience in Supply Management and logistics is desirable. Specific knowledge of the UN administrative electronic tools, such as Umoja or ERP is desirable. Must be familiar with function-related provisions of United Nations Rules, Regulations, Manuals and Policies. Experience working at UN Agencies in this capacity is desirable.

Languages: 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 other United Nations language is 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 form (PHP) to the address mentioned below on or before the deadline. The PHP is on <https://unsos.unmissions.org/jobs>. Applications submitted after the **16 June 2021** will not be accepted. Curriculum Vitae (CVs) will not be accepted. Only shortlisted applicants will be contacted for interview.

Email: recruitment-unsoa@un.org

Please quote clearly the Vacancy Announcement Number and Functional Title in the subject of the e-mail.

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).