

UNITED NATIONS



NATIONS UNIES

OFFICE OF THE UNITED NATIONS SPECIAL COORDINATOR FOR THE MIDDLE EAST PEACE PROCESS
(UNSCO)

JOB OPENING No. UNSCO-0002-2018

Deadline for Applications: 5 November 2018

Women are strongly encouraged to apply*

The Office of the United Nations Special Coordinator for the Middle East Peace Process (UNSCO) invites applications for the following position:

TITLE: Staff Assistant

LEVEL: GS-6

DUTY STATION: Jerusalem

Organisational Setting and Reporting

This position is located in the United Nations Office of the Special Coordinator for the Middle East Peace Process in Jerusalem. The Staff Assistant reports to the Deputy Special Coordinator.

Responsibilities

Under the direct supervision of the Deputy Special Coordinator (DSC) and working directly with the Special Assistant to the DSC, the Staff Assistant provides high quality secretarial and administrative support to the DSC; maintains and establishes effective and independent office procedures and systems, facilitating timely tracking and monitoring of processes, deadlines, and follow-up actions; and ensures the effective and smooth flow of work within the Executive Office of the DSC and with the Office of the Special Coordinator, Mission Support, outlying offices, the UN Country Team, diplomatic missions and host authorities. As Staff Assistant to the DSC, the incumbent will perform the following duties:

1. Schedules appointments/meetings/missions based on workload and protocol requirements; prepares and coordinates the daily agenda of the DSC and the tentative agenda of his/her future commitments; receives and requests appointments; and follows up on replies to invitations, changes of dates, participants, and venues of meetings.
2. Undertakes representational and protocol duties on behalf of the DSC, to include serving as first point of contact and liaison with senior officials internally and externally, and receiving high-ranking visitors.
3. Prepares relevant briefing material for appointments/meetings of the DSC; notifies all relevant staff of the daily appointments; coordinates the attendance of the necessary

staff; screens phone calls and directs them to relevant officials; and liaises with the close protection team regarding the DSC's security and logistical requirements.

4. Organizes all administrative requirements in the Office of the DSC with respect to: the DSC's official travel by making travel arrangements with UNSCO and UNDP; identifying suitable accommodation and undertaking hotel bookings; coordinating all administrative, logistical and security requirements; remitting relevant travel documentation to the Travel Unit or UNDP upon the DSC's return.
5. Screens incoming correspondence and brings it to the attention of the Deputy Special Coordinator and Special Assistant; edits, formats and dispatches official correspondence that may be of a confidential nature as instructed; drafts memoranda of an administrative nature for UNSCO and UNDP; and independently establishes and maintains a paper and electronic filing and archiving system for DSC's correspondence and files, including those of a confidential nature. Exercises quality control for all outgoing documents; proofreads and edits texts for adherence to format, correspondence protocol, grammar, punctuation, style, and tone.
6. Manages the administrative tasks related to the Resident Coordinator and Norwegian Trust Fund budgets, as well as the Humanitarian Fund, and performs procurement, human resource, and financial related actions as directed and in liaison with UNDP and OCHA;
7. Organizes official receptions and events, by handling all necessary arrangements (room reservations, guest/participant lists; invitations; catering; seating arrangements, special equipment, processing hospitality costs etc.
8. Provides administrative support related to the recruitment of staff for the Office of the DSC and the Coordination Unit, including printing support documentation for the interview panel.
9. Independently performs administrative actions in the human resource systems (e.g. Umoja (SAP) and the Field Support Suite (FSS) on behalf of the DSC relating to annual leave, allowances, dependent-related issues, visa applications, etc.
10. Is in charge of administrative assignments relating to the Office of the DSC and the Coordination Unit staff members: Independently handles a wide range of complex information requests and enquiries subject to tight deadlines; follows up on action points and refers issues to respective staff; facilitates entry for external visitors; serves as focal point for the mail room; and manages the stationary.
11. Develops strong working relationships within the office and with peers in other UN organizations, government entities, diplomatic missions, etc.
12. Performs any other duties as may be assigned.

Competencies

Professionalism:

- Ability and experience across a broad range of administrative functions which should include budget/work programme, human resources and database management.
- Knowledge and application of the UN systems and Staff Regulations and Rules.

- High degree of commitment to ensure the proper use of the Unit's resources.
- Proven capability to put all the above knowledge to work, working, independently with a high degree of responsibility.
- 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 languages, tone, style, and format to match the audience.
- Demonstrates openness in sharing information and keeping people informed.

Technological awareness:

- Keeps abreast of available technology.
- Understands applicability and limitations of technology to the work of the Office.
- Actively seeks to apply technology to appropriate tasks.
- Shows willingness to learn new technology.

Planning and Organizing:

- Develops clear goals that are consistent with agreed strategies.
- Identifies priority activities and assignments; adjust priorities as required.
- Allocates appropriate amount of time and resources for completing work.
- Foresees risks and allows for contingencies when planning.
- Monitors and adjust plans and actions as necessary.

Education

High school diploma or equivalent is required. Additional technical training in secretarial or administration is highly desirable.

Work Experience

A minimum of seven (07) years of progressively responsible experience in administration or related field is required. Proficiency in various MS Office applications (Outlook, and formatting functions of Excel and Word) and other IT applications is required. Relevant UN working experience is desired.

Languages

English and French are the working languages of the United Nations Secretariat. For this post, fluency in oral and written English is required. Working knowledge of Arabic and Hebrew language is desired.

Assessment Method

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

United Nations Considerations

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. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

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.

* Equally-qualified female candidates will be given priority for selection (United Nations Policy on Gender Mainstreaming).

Completed UN Personal History Form (P.11) and copies of High School Diploma, should refer to the above vacancy announcement number and should be e-mailed to: unsco-va@un.org