



UNITED NATIONS ASSISTANCE MISSION IN SOMALIA (UNSON)



UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY
THIS POSITION IS OPEN TO SOMALI NATIONALS ONLY AND DOES NOT HAVE INTERNATIONAL BENEFITS
FEMALE CANDIDATES ARE PARTICULARLY ENCOURAGED TO APPLY

DEADLINE FOR APPLICATIONS: 04 MAY 2016
DATE OF ISSUANCE: 05 APRIL 2016
FUNCTIONAL TITLE: ADMINISTRATIVE ASSISTANT
LEVEL: GL-4
SECTIONS UNIT: POLITICAL AFFAIRS AND MEDIATION GROUP
LOCATION: BAIDOA
DURATION OF CONTRACT: ONE (1) YEAR FIXED TERM
VACANCY ANNOUNCEMENT NUMBER: UNSOM/PAMG/027/2016

Special Notice

This position is funded for an initial period of one year and may be subject to extension. Appointment against this post is on a local basis. The candidate is responsible for any travel expenses incurred in order to take-up the appointment. Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures. 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 UNSOS/UNSON Contractors must fulfil the obligations of their contracts with the UN Contractors in order to be eligible to apply for this vacancy.

Organizational Setting and Reporting Relationships:

Organizational Setting and Reporting Relationships: This position is located with the United Nations Assistance Mission in Somalia (UNSON) Baidoa Area Office. Under the direct supervision of the UNSON Head of Area Office and technical oversight and guidance of the UNSOS Regional Administrative Officer.

Responsibilities:

Within delegated authority from Head of Office, the Administrative Assistant will be responsible for the following duties:

Draft routine correspondence.

- Initiate processes and follow-up on administrative arrangements related to movement of personnel, official travel of staff and transportation requests.
- Maintain a filing system of section correspondence, documents, administrative instructions and other related documents.
- Maintain and archive up-to-date work unit files (both paper and electronic).
- Perform other office administration related duties, such as preparation of invoices, physical office space planning, identification of office equipment and stationary needs, and requesting supplies and maintenance.
- Perform general administrative tasks (e.g. leave and attendance recording, arrangements for meetings and other events, including reservations)
- Prepare and/or process administrative requests/documents (e.g. requisitions, purchase orders, travel requests, contracts, expenditure authorizations etc.)
- Update and maintain large distribution lists; monitors, prepares and distributes various materials, reports, where possible using electronic formats; handles arrangement for printing and translation as necessary; coordinate shipment arrangements, courier services, etc.
- Assist in the preparation of presentation materials using appropriate technology/software.
- Organize and coordinate administrative arrangements for security training, conferences and seminars whenever required.
- Consolidate data received and provide support to higher-level staff with in reviewing the data received from various intergovernmental and expert bodies.
- Translation of wide range of correspondence and documents from Somali to English, and vice-versa, as required.
- Performs other duties as assigned.

Competencies:

Professionalism: Ability to perform a broad range of administrative and secretarial functions, e.g., work programme, human resources, database management, etc. Ability to apply knowledge of various United Nations administrative and human resources rules and regulations in work situations. Shows pride in work and in achievements, demonstrates professional competence and mastery of subject matter.

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 supervisor as well as the team 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.

Client Orientation: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; Establishes and maintains productive partnerships with clients by gaining their trust and respect; Identifies clients' needs and matches them to appropriate solutions; Monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; Keeps clients informed of progress or setbacks in projects; Meets timeline for delivery of products or services to client.

Qualifications:

Education: High school diploma or equivalent.

Experience: Three (3) years of experience in administrative services, finance, accounting, audit, human resources, office management, or related area.

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 Somali language is an advantage.

Assessment

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

Other: Knowledge of Microsoft office (word, excel, power point, etc.) is required.

How to Apply:

Qualified candidates may submit their applications including their United Nations Personal History form (P.11) to the address mentioned below on or before the deadline. The P.11 is on the <http://www.unon.org/>. Applications submitted after the deadline 4 May 2106 will not be accepted. CVs will not be accepted.

Email: recruitment-unsoa@un.org

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

A copy of P11 to be attached.

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).