



# UNITED NATIONS ASSISTANCE MISSION IN SOMALIA



(UNSOM)

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:** KISMAYO  
**DURATION OF CONTRACT:** ONE (1) YEAR FIXED TERM  
**VACANCY ANNOUNCEMENT NUMBER:** UNSOM/PAMG/014/2016

**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/UNSOM 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:**

Within delegated authority from the Head of Office and the Political Affairs and Mediation Group in Kismayo, the Administrative Assistant at this level will be responsible for the following duties:

**Human Resources Management:**

- Enters, maintains and certifies administrative data and records for time and attendance, performance appraisal, etc. in electronic information systems.
- Processes entitlements-related claims and reports.
- Maintains and reviews organizations staffing tables; prints and reviews IMIS reports.
- 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., ensuring consistency in the application of regulations and procedures.

**Budget and Finance:**

Monitors status of expenditures and allotments through IMIS, records variations, updates budget tables.

- Reviews status of relevant expenditures and compares with approved budget.
- Reviews requisitions for goods and services to ensure (a) correct objects of expenditure have been charged and (b) availability of funds.
- Assists in the preparation of statistical tables and standard financial reports.

**General Administration:**

- Drafts routine correspondence and assist with interpretations and translations.
- Maintains files of rules, regulations, administrative instructions and other related documentation.
- Maintains up-to date work unit files (both paper and electronic).
- Prepares, processes and follows up on a range of administrative arrangements such as the preparation of eMOP (Movement of Personnel) for official travel of staff and non-UN staff.
- Performs other related administrative duties, as required, e.g., operational travel programme; monitoring accounts and payment to vendors and individual contractors for services; physical space planning; identification of office technology needs and maintenance of equipment, software and systems; provision of equipment, organizing and coordinating administrative arrangements for seminars, conferences, arrangement of visitors' access to the UN compound,

**Contract Administration:**

- Assists if required, with day-to-day administration of contracts between the UN and external contractors for outsourced services.
- Processes payment of contractors' invoices and monitor the payments.
- Prepares and processes UN forms and permissions for contractual work and services, including UN grounds passes, property passes, UN parking permits, swipe-card access and door keys.
- Performs other duties as required by the supervisor.

**Work implies frequent interaction with the following:**

Staff within the UN Offices in Kismayo, Mogadishu and Nairobi, the work unit and clients in the department.

Human resources, administrative staff, accounting staff, and supply in Mogadishu, general support services, conference services staff, consulting firms, and contractors.

**Results Expected:**

Contributes to the effectiveness and efficiency of the department/unit by providing administrative support and specialized assistance to more senior staff in the assigned areas of responsibility.

**Competencies:**

**Professionalism:** Ability to perform a broad range of administrative functions in a flexible and service minded manner, e.g., budget/work programme, 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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects 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 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.

**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:** Four (4) 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 and Somali is required.

**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 2016 will not be accepted. CVs will not be accepted.

**Email: [recruitment-unsoa@un.org](mailto: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).**