
MISSION IN COLOMBIA JOB OPENING

Internal / External

Job Title & Level:	ADMINISTRATIVE ASSISTANT, GS-5
Department/Office:	UN MISSION IN COLOMBIA/Headquarters
Location:	BOGOTA, COLOMBIA
Posting Period:	10 days (from 11 to 21 October 2016)
Job Opening Number:	MC-NJO-2016-46

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

The Human Resources Section invites all interested and qualified candidates to apply for the announced position. All interested candidates should submit their applications (Personal History Profile - P11 and/or CVs) and copies of their educational certificates to the Recruitment Unit via email: MCreruitment@un.org.

Please include also the job opening number of the above position in your e-mail application. Acknowledgment will be sent to short listed candidates only.

Recruitment of this position is subject to funding and Mission Mandate approval.

Organizational Setting and Reporting:

These positions are located in the United Nations Mission in Colombia based in Bogota. The Administrative Assistants will report to the different hiring managers.

Responsibilities

Within the limits of delegated authority, the Administrative Assistant will be responsible for performing the following duties:

- Human Resources Management:

Performs various actions related to the administration of the work unit's human resource activities, e.g., recruitment, placement, promotion, relocation, performance appraisal, job classification reviews, separation of staff members, training etc., consistently applying UN rules, regulations, policies and procedures. Liaises with central administration/executive services as required; Maintains vacancy announcement files and updates track vacancy announcements; Prepares personnel actions through the UN's current electronic tools, e.g., MIS/Nucleus/Umoja; Advises staff on visa matters; Provides

advice and answers general queries on classification procedures and processes; Provides information and advice to staff/consultants with respect to conditions of service, duties and responsibilities, and privileges and entitlements under the Staff Rules and Regulations; Monitors assigned staffing tables for a variety of human resource activities, e.g., appointments, retirement, expiration of appointments, reassignments, transfer and movement of staff.

- Budget and Finance:

Provides assistance in the preparation and development of the office's work programme and budget; Assists in monitoring the budget/work programme with respect to various budgets, trust funds, grant and other funds on a regular basis, and records reallocations of resources and implements the reallocations as necessary; Collects data from relevant databases and assist in preparation of financial reports; Provides assistance in the review, and preparation of the medium-term plan and its revisions; Reviews and assists in the finalization of cost estimates and budget proposals, in terms of staff and non-staff requirements for the mission including programmatic aspects; monitors compliance with the medium-term plan and other legislative mandates; May assist managers in the elaboration of resource requirements for budget submissions; Monitors budget implementation/expenditures and records reallocation of funds as necessary; Reviews requisitions for goods and services to confirm (a) that correct objects code of expenditure have been charged, and (b) availability of funds; Monitors extra-budgetary resources, in line with agreements and cost plans with special attention given to regulations and rules and established policies and procedures; Assists in the preparation of budget performance submissions; Assists in finalization of budget performance reports with attention given to variances between approved budgets and actual expenditures.

- General Administration

Provides guidance to mission and/or subordinate staff. May provide assistance in reviewing host country agreements, budget agreements, or contributions for grants or other activities within assigned areas; 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 the mission and in outstations; Performs other related administrative duties, as required (e.g., travel, monitoring accounts and payment to vendors and individual contractors for services, reviews physical space plans and assists in the identification of office technology needs, maintenance of equipment, software and systems, organizes and coordinate seminars, conferences and translations).

Competencies:

Professionalism: Ability to perform a broad range of administrative functions, 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.

Planning and 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.

Education:

A high school diploma or equivalent is required. Technical training in Finance, Budget or Administration is highly desirable.

Experience:

A minimum of five (5) years of progressively responsible experience in administration, finance, budget, accounting, audit or related area. Solid computer skills including proficiency in word processing and spreadsheets is required. 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 a UN field mission or 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 English and Spanish (both oral and written) is required.

United Nations Considerations

Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

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.