



JOB OPENING

Functional Title & Level:	Administrative Assistant (GS-6)
Org. Unit:	Office of the Chief of Mission Support
Duty Station:	Port-au-Prince
Posting Period:	16-22 September 2017
Job Opening Number:	MINUJUSTH-GJO-2017-040

Special Notice

The purpose of this job opening is to generate a roster of qualified and available candidates to fill anticipated job openings for the **Administrative Assistant (GS-6)** positions. Candidates who are successful in the assessment process will be placed on the roster. The selected candidate will be **EXPECTED TO COMMENCE WORK ON 16 OCTOBER 2017**. Candidates who are not successful during the assessment will not be placed on the roster. They will be notified at a later stage. Placement on the roster does not guarantee selection.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply. 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 interested candidates should submit ONLY their Personal History Profile (PHP) via email at minujsth-recruitment@un.org. Blank PHP and supplementary sheets are available at the MINUSTAH Bulletin Board and at the MINUSTAH website <https://minustah.unmissions.org/offres-demploi>.

Important: Functional title and job opening number MUST be indicated in the subject of your e-mail application in order to be considered for review.

Organizational Setting and Reporting

These positions are located in United Nations Mission for Justice Support in Haiti, (MINUJUSTH). The United Nations' Security Council adopted resolution 2350 (2017) deciding the creation of MINUJUSTH which is mandated to assist the Government of Haiti to strengthen rule of law institutions in Haiti; further support and develop the Haitian National Police; and engage in human rights monitoring, reporting, and analysis among others.

The **Administrative Assistant (GS-6)** usually works under the direct supervision of Senior Administrative Assistant/Administrative Officer, Office of the Chief of Mission Support.

Responsibilities:

HUMAN RESOURCES MANAGEMENT:

- Initiates, reviews, processes and follows-up on actions related to the administration of the section's/unit's human resource activities, e.g., recruitment of staff and consultants, placement, promotion, relocation, performance appraisal, job classification reviews, separation of staff members, training etc., ensuring consistency in the application of UN rules and procedures.
- Responds to enquiries and provides information and advice to staff regarding their entitlements, administrative procedures, processes and practices, conditions of service, duties and responsibilities, and entitlements under the Staff Rules and Regulations.
- Oversees the maintenance of vacancy announcement files and keeps track of status of vacancy announcements.
- Monitors staffing table and prepare relevant statistical data/charts.

BUDGET AND FINANCE:

- Assists in the preparation and review of financial and human resource proposals/requirements.
- Consolidates budget/work programme with respect to Headquarters' budget, trust funds, grants and procurement.
- Monitors expenditures and compares with approved budget; prepares adjustments as necessary.
- Assists the supervisor when required in the elaboration of resource requirements for budget submissions.
- Assists in preparation of budget performance submissions and finalization of budget performance reports, analyzing variances between approved budgets and actual expenditures
- Co-ordinates with other finance and budget staff on related issues during preparation of budget reports.

GENERAL ADMINISTRATION:

- Drafts routine correspondence to respond to enquiries in respect to relevant administrative, financial audit, personnel matters.
- Coordinates extensively with service sections/units and liaises frequently with internal team members in the field mission.
- 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; organizing and coordinating seminars, conferences and translations).
- May be responsible for guiding, training, and supervising the work of more junior General Service staff.

CONTRACT ADMINISTRATION:

- Assists with day-to-day administration of contracts between the section/unit and external contractors for outsourced services.
- Audits the contractors' invoices against the goods and services provided by the contractor as and when required.
- Processes the payment of contractors' invoices and monitor payments.

- Prepares and processes all forms and permissions for contractual and work Unit, Section or Service staff, including: UN grounds passes, property passes, UN parking permits, swipe-card access and door keys.
- Performs other duties, as required.

Competencies

- **Professionalism:** Shows pride in work and 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.
- **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.
- **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

High School Diploma or equivalent is required.

Work Experience

A minimum of seven (7) years of progressively responsible experience in the field in administrative services, finance, accounting, audit, human resources or related area is required. Experience working in a large Organization is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. Fluency in English and French, (both oral and written) is required. Knowledge of other United Nations official languages is desirable.

Assessment

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