



JOB OPENING

Functional Title & Level:	Team Assistant (GS-3)
Org. Unit	Human Rights Division
Duty Station:	Port-au-Prince
Posting Period:	12-14 October 2017
Job Opening Number:	MINUJUSTH-GJO-2017-072

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 **Team Assistant (GS-3)** 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 **Team Assistant (GS-3)** typically reports to the Human Rights Chief of Section.

Responsibilities

Within limits of delegated authority, the Team Assistant may be responsible for the following duties:

- Provides general office support services to help ensure the smooth functioning of the organizational unit.
- Uses standard word processing package, spreadsheets and databases to produce a variety of routine correspondence, reports, tables, charts, graphs, etc., in accordance with institutional standards.
- Maintains calendar/schedules; monitors changes and communicates relevant information to appropriate staff inside and outside the immediate work unit.
- Reviews, records, routes and/or processes mail or other documents; gathers pertinent background material; tracks and monitors follow-up action as required.
- Receives phone calls and visitors, and responds to routine inquiries and information requests, including drafting routine written responses, or routes to appropriate personnel for handling as required.
- Maintains files (both paper and electronic) and databases for work unit.
- Updates and maintains large distribution lists; assembles documents, reports and other materials for global dissemination, where possible using electronic formats; coordinates courier services.
- Performs basic data entry and extraction functions.
- Checks accuracy of simple calculations, coding, data, etc
- Performs a variety of administrative duties (e.g. leave recording, meeting organization, reservations, office supply and equipment orders, etc.); including preparing and/or processing administrative requests/documents (e.g. travel requests, expense claims, vouchers, visa applications, etc.).
- Photocopies/scanning a variety of documents and other materials.
- Operates and maintains a variety of office equipment in the performance of basic office functions, e.g. photocopier, facsimile, printer, scanner, etc.
- Assist the organizational unit to keep track of staff movements within and to/from the duty station for security purposes.
- Assist the organizational unit to maintain a record of staff leave.
- Assist the organization unit to ensure an efficient distribution of vehicles for operational purposes and facilitate the transportation of staff when necessary.
- Ensure the maintenance and the safekeeping of vehicles assigned to the organizational unit.
- Ensure the availability to the organizational unit of supplies and equipment and ensure their efficiency and maintenance.
- Delivers urgent mail/messages.
- Performs other duties as assigned.

Competencies

- **Professionalism:** 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.

- **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.
- **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.

Education

High school diploma or equivalent is required. Valid driving license is required.

Work Experience

A minimum of 2 (two) years of progressive responsible experience in general office support or related area is required.

Languages

English and French are the working languages of the United Nations Secretariat. For the position(s) advertised, fluency in oral and written French or English is required and working knowledge of the other is desirable. Fluency in Haitian Creole is also required. Knowledge of another United Nations official language is an advantage.

Assessment

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