



JOB OPENING

Functional Title & Level:	ADMINISTRATIVE ASSISTANT (GSL-5)
Section/Org. Unit:	MINUJUSTH, Office of Internal Oversight Services, Investigations Division (OIOS/ID)
Duty Station:	Port-au-Prince
Posting Period:	16 – 23 October 2017
Job Opening Number:	MINUJUSTH-GJO-2017-015

Special Notice

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

The Administrative Assistant reports to the Chief Office of Internal Oversight Services/Investigations Division (OIOS/ID), MINUJUSTH

Responsibilities

Under the supervision and guidance of the Chief, OIOS/ID, the incumbent will be responsible to perform the following duties;

Human Resources Management:

- Initiate, process, monitor, review and follow-up on actions related to the administration of the unit's human resource activities, e.g., recruitment, performance appraisal, job classification reviews, training etc., ensuring consistency in the application of regulations and procedures.
- Enter, maintain and certify administrative data and records for time and attendance, performance appraisal, etc. in electronic information systems. Review entitlements-related claims and reports.
- Provide advice and guidance to staff with respect to administrative procedures, processes and practices, liaising with central administrative services as necessary.
- Maintain and review organizational staffing tables.

Budget and Finance:

- Monitor status of expenditures and allotments, record variations, update budget tables.
- Consolidate data received and provide support to higher-level staff with respect to budget reviews.

- Review status of relevant expenditures and compare with approved budget.
- Assist in the preparation of budget performance submissions.

General Administration:

- Prepare, process and follow-up on administrative arrangements and forms related to the official travel of staff;
- Draft routine correspondence, format confidential correspondence;
- Maintain files of rules, regulations, administrative instructions and other related documentation;
- Maintain up-to-date work unit files (both paper and electronic);
- Process, draft, edit, proofread and finalize for signature/approval a variety of correspondence and other communications; schedule appointments/meetings, monitor deadlines;
- Coordinate extensively with service units and liaise frequently with internal team members both at Headquarters and in the field;
- Service meetings: Assist in the preparation of pre-in and post-session documents; coordinate with relevant units; prepare and update programme of work, delegation and documents lists; track status of meetings and monitor follow-up actions.
- Perform other related administrative duties, as required, e.g., operational travel programme, monitoring physical space planning, make arrangement with CITS/Supply to rectify any technical problem arising with office equipment, such as computers, telephones, faxes, photo-copying and digital sender, water, etc.; organize and coordinate administrative arrangements for seminars, conferences and translations. Assist in contacting logistic with the reproduction of documents; Assist in generating statistics and designing power point presentations;
- Ensure that all Unit technical equipment is in working order and maintain the inventory of such equipment;
- Work entails travelling whenever required within the Haiti to assist investigators in their field activities
- Assist investigators in the planning and preparations of their travels, e.g. preparation of MOPs, hotel reservations and entering of necessary electronic data in relation to the investigators' official travels.
- Performs other duties as may be directed by the supervisor.

Investigations

- Assist in conducting interviews and research of documentary evidence collected; undertake electronic predication activity for all matters received.
- Conduct basic research on assigned issues, using existing investigation files and alternative sources; verify facts, identify citations, precedents, issues to be addressed and draft statements of findings, respondent replies to appeals; enlist the continued cooperation of witnesses and prepare and maintain investigative files.
- Assist in the maintenance of a body of investigation reference files including manage individual case files; conduct reference searches upon request; review material and file appropriately; participate in initiatives to enhance existing systems for records management and retrieval.
- Assist investigators with matters under investigation: review, records; prepare flow charts and chronologies of matters under investigation.
- Handle verbal and written inquiries including providing detailed information on processes and procedures related to a range of investigation activities, instruments and issues.
- Assist in maintaining and operating the system used for safeguarding the identity of those persons who have submitted information to OIOS.

- Provide interpreter/translation support services for investigators when conducting interviews with persons speaking French or Creole;
- Perform other related duties as assigned by the Chief and/or Senior Investigator

Competencies

- **Professionalism:** Ability to manage processes, maintains accurate records, interpret/analyze a wide variety of data, and identify/resolve data discrepancies and activity problems. 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.
- **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 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
- **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.

Education

High School or equivalent diploma is required. A combination of relevant certification/diploma or other academic qualifications/training in administration, finance, human resources or personnel management would be considered as an asset.

Work Experience

A minimum of five (5) years of relevant work experience related to administrative support in the field of logistics, administrative services or other related fields.

Languages

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in oral and written English, French and Creole are required.

Other Skills

A driving license, preferably with driving experience 4x4 vehicles. The Investigations Division, Office of Internal Oversight Services handles confidential matters and as such is looking for a highly professional and trustable person.