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**MINUSTAH JOB OPENING****Internal / External**

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<b>Job Title &amp; Level:</b>	<b>Administrative Assistant (GL-4)</b>
<b>Department/Office:</b>	<b>Aviation Section / TCQA (Technical Compliance and Quality Assurance Unit)</b>
<b>Location:</b>	<b>Port-au-Prince, HAITI</b>
<b>Posting Period:</b>	<b>29 November – 13 December 2016</b>
<b>VACANCY ANNOUNCEMENT:</b>	<b>MINUSTAH-NJO-2016-101</b>

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

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**Special Notice**

The United Nations Stabilization Mission in Haiti (MINUSTAH) invites all interested and qualified candidates to apply for the announced job opening. All interested candidates should submit their Personal History Profile (PHP) and copies of their educational diploma/certificates and employment certificates to Recruitment & Career Development Unit (RCDU) via email at [minustah-recruitment@un.org](mailto:minustah-recruitment@un.org). Blank PHP and supplementary sheets are available at the MINUSTAH Bulletin Board for Internal Candidates and at the MINUSTAH website (<http://minustah.unmissions.org/recrutement>) for external candidates. Attachments/file size bigger than 14 MB should be sent in batches.

For ease of reference, please include the job opening number indicated above in the subject of your e-mail.

**Organizational Setting and Reporting Relationships:**

This position is located in the Aviation Section of the United Nations Stabilization Mission in Haiti (MINUSTAH). The incumbent will report directly to the Chief of Technical Compliance and Quality Assurance Unit / Aviation Section.

Under the direct supervision of the Chief TCQA, the incumbent will be responsible, but not limited, to perform the following duties: the incumbent reports and provides support in the overall Supervision of the Mission's Aviation Contracts.

**Responsibilities:**

Archiving; maintain all files in Unit; ensure that all documents are easily accessible and readily available if called upon. Keep an accurate data system for future reference. Perform administrative tasks related to the TCQA Unit (Training, Budget, Finance, Procurement, Contracts among others). Follow a unique and sole filing method and criteria in line with provided instructions from Unit, in order to guarantee accessibility and availability of all documents. Liaise with Section's Administrative Assistant for necessary requirements for office supply, utilities and maintenance. Liaise with CITS to rectify any technical problem arising with

office equipment, such as computers, telephones, faxes, photo-copying and digital senders. Ensure adequate supplies of office materials for the Unit. Follow outgoing documents from the Unit to ensure they are signed in a timely manner by the chief of Section. Liaise with ISS office and CMS office in relation with incoming and outgoing relevant documents. Prepare monthly attendance sheet for the Unit. Maintain Aviation fuel consumption database updated on a daily basis (verification of the fuel reports in order to confirm the accuracy of the aviation fuel database, certification of fuel invoices). Ensure the submission of the serviceability report by the contractor's on a daily basis. Preparation of reports for future reference for the auditor's and preserve a precise and methodical archiving system in TCU (soft and hard copies). Perform other tasks as requested by the Chief Technical Compliance and Quality Assurance Unit.

### **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.

**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.

**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 diploma is required.

**Work Experience:** - A minimum of four (4) years of progressive working experience in administrative support services or related areas is required. Formal training on customer service is highly desirable.

**Languages:** - English and French are the working languages of the United Nations Secretariat. For the advertised post, fluency in English and French is required; Knowledge of Spanish would be highly desirable.