
MINUSTAH JOB OPENING

Internal / External

Job Title & Level:	Administrative Assistant, GL-5
Department/Office:	Gender Unit / SRSG
Location:	Port-au-Prince, HAITI
Posting Period:	11 – 24 January 2017
VACANCY ANNOUNCEMENT:	MINUSTAH-NJO-2017-004

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

Special Notice

The United Nations Stabilization 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 records to Recruitment & Career Development Unit (RCDU) via email at 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 10 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.

Organization Setting

This position is located within Gender Unit in the office of the Special Representative of the Secretary General of the United Mission for the Stabilization in PAP, Haiti. The incumbent of this post will be under the general supervision of the Senior Gender Advisor.

Main Responsibilities

Within delegated authority and depending on location, the Administrative Assistant may be responsible for the following duties:

HUMAN RESOURCES MANAGEMENT

- Performs various actions related to the administration of the unit's human resource activities, e.g. recruitment, promotion, job classification reviews, training etc., ensuring consistency in the application of regulations and procedures;
- Enters, maintains and certifies administrative data and records for time and attendance, performance appraisal, etc. in electronic information systems.
- Provides information and advices to staff/consultants with respect to conditions of service, duties, responsibilities, privileges and entitlements under the Staff Rules and Regulations.
- Reviews entitlements-related claims and reports.
- Liaises with central administrative services as and when necessary.
- Maintains and reviews organizational staffing tables; prints and reviews Umoja reports.

BUDGET AND FINANCE

- Monitors status of expenditure and allotments, record variations and updates budget tables;
- Consolidates data received and provides support to higher-level staff with respect to

budget reviews of relevant intergovernmental and expert bodies;

- Reviews status of relevant expenditures and compares with approved budget;
- Assists in the preparation of budget performance submissions;
- Prepares statistical tables and standard financial reports.

GENERAL ADMINISTRATION

- Drafts routine correspondence. Maintains files of rules, regulations, administrative instructions and other related documentation.
- Maintains up-to-date work unit files (both paper and electronic).
- Coordinates extensively with service units and liaises frequently with internal team members both at Headquarter and in the Regional/ field offices.
- Manages the calendar of the Section Chief, screen phone calls and visitors.
- Respond to moderately complex information requests and inquiries and as necessary, refer inquiries to appropriate personnel for handling.
- Performs other related administrative duties, as required, e.g., processes and follows up staff and consultant's travel requests and claims, work orders;
- Monitor 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 administrative arrangements for meetings including preparing and distributing minutes.
- Assist in the preparation of solicitation documents such as Request for Proposal, Technical Evaluation Matrix, Technical Evaluation Reports, including all annexes/attachments.
- Maintains calendar/schedules; monitors changes and communicates relevant information to appropriate staff inside and outside the immediate work unit/section.
- Performs data entry functions.
- Reviews, records, distributes and/or processes mail and other documents; follows-up on impending actions.
- Performs general administrative tasks (e.g. leave and attendance recording, arrangements for meetings and other events, reservations, budget follow-up, etc.), to include preparing and/or processing administrative requests/documents (e.g. requisitions, purchase orders, travel requests, contracts, expenditure authorizations, visa applications, etc.).
- Maintains files (both paper and electronic) and databases for work unit/section.
- Operates and maintains a variety of office equipment in the performance of basic office functions, e.g. photocopier, facsimile, printer, scanner, etc.
- Provides guidance to less experienced staff on general office processes and procedures, computer applications.

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 competency and mastery of subject matter; be conscientious and efficient in meeting commitments, observing deadlines and achieving results; be 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 the audience; demonstrates openness in sharing information and keeping people informed.

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.

EDUCATION

High school diploma is required. Technical training in Finance, Budget, Human Resources Management or Administration is highly desirable.

WORK EXPERIENCE

A minimum of five (5) years of progressively responsible experience in administration, finance, budget, accounting, audit, human resources 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. Experience working at a UN field mission or UN Agencies in this capacity is desirable.

LANGUAGE

English and French are the working languages of the United Nations Secretariat. For this post, fluency in written and spoken French and English is required. Knowledge of another official UN language is desirable.