
MINUSTAH- TEMPORARY JOB OPENING

Internal / External

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| Job Title & Level: | STAFF ASSISTANT, GL-5 |
| Department/Office: | MINUSTAH/CISS OFFICE |
| Location: | PORT-AU-PRINCE |
| Posting Period: | 17 February 2017 – 02 March 2017 |
| Job Opening Number: | MINUSTAH-NJO-2017-013 |

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

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 Certificates 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/offre-demploi>) 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.

Org. Setting and Reporting

This position is located in the office of the Chief Integrated Support Services (CISS), within MINUSTAH, Port-au-Prince. The staff Assistant reports to the CISS.

Responsibilities

Within limits of delegated authority and depending on location, the Staff Assistants at the G5 level is responsible for the following duties:

- Assists in the overall administration of the section/unit i.e. provides substantive and administrative assistance in managing priorities and work flow of the manager and of the work unit; assists in coordinating and monitoring of multiple and diverse activities and work processes to ensure that management directives and decisions are properly carried out and products delivered in a timely manner.
- Provides assistance in compiling and analyzing basic data from a variety of sources, summarizing and presenting conclusions for review by the manager.
- Serves as a communications link between supervisor and senior staff; on behalf of supervisor, keeps others informed by conveying directives, reports, status updates and other relevant information; brings sensitive and urgent matters to the attention of the manager.
- Provides assistance in time management and scheduling on behalf of the manager with appropriate consultation as required; effectively prioritizes and resolves related conflicts and competing demands.

- Screens and prioritizes all incoming correspondence; compiles relevant background documents and references; identifies issues requiring the manager's attention and refers

others to the relevant officer for appropriate disposition; monitors and follows-up on actions to be taken.

- Researches, compiles and summarizes background materials for use in preparation of reports, briefs, speeches, etc; scan reports from specialized agencies, as well as newspapers, magazine, periodicals and other information sources to identify articles of interest to the manager.
- Independently handles a wide range of complex information requests and inquiries (e.g. answer requests requiring file or other research); responds, or drafts responses, to a diverse range of correspondence and other communications.
- Provides assistance to the manager in preparing presentations to intergovernmental bodies and other meetings, researching issues, preparing briefing notes, slides and subject files, gathering relevant documentation, etc.
- Provides assistance in improving administrative procedures and systems to ensure smooth functioning of the department, including filing (paper and electronic) systems.
- Oversees work of junior office support staff; establishes priorities and deadlines, assigns work and reviews outputs upon completion; trains office support staff in administrative, protocol and other relevant procedures.
- Organizes official receptions, meetings, etc., handling all necessary arrangements (e.g. room reservations, guest/participant lists, invitations, catering, seating arrangements, background documentation, special equipment, etc.).
- Prepares, processes, and classifies confidential information.
- Handles a wide range of administrative duties/processes (e.g. leave and attendance records, timesheets, travel arrangements, visa applications, expense statements, telecommunications charges, equipment purchase, service and supply requisitions, conference room bookings, etc.).
- Exercises quality-control functions for all outgoing documents; proofreads and edits texts for adherence for format, grammar, punctuation and style.
- Uses standard word processing package to produce a wide variety of large, complex documents and reports.
- Manages, updates, and further develops internal databases; updates website; generates a variety of standard and non-standard statistical and other reports from various databases.
- Performs other duties as assigned.

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.

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 other informed.

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.

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 client’s environment to keep informed and anticipate problems; keeps clients informed of progress of setbacks in projects; meets timeline for delivery of products or services to client.

Education: High school diploma is required. Technical or vocational certificate in administrative services, finance, human resources, business administration or personnel management is an advantage.

Work Experience: A minimum of five (5) years of progressively responsible experience in the field of administrative services, finance, accounting, audit or a related area is required.

Languages: English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written French and English is required.