
MINUSTAH – JOB OPENING

Internal / External

Job Title & Level:	Team Assistant GL-4
Department/Office:	MINUSTAH, Property Management Unit
Location:	PORT-AU-PRINCE, HAITI
Posting Period:	06 Jan 2017 – 20 Jan 2017
Job Opening Number:	MINUSTAH-2017-NJO-001

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

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. 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 and Reporting Line

This position is located in Property Management Section of MINUSTAH. The incumbent reports to the Chief of Unit. The team Assistant is responsible for providing administrative support within the organizational Unit.

Responsibilities:

Within limits of delegated authority and depending on location, Team Assistants at this level may be responsible for the following duties:

- Performs a wide range of office support and administrative functions.
- Responds or drafts responses to routine correspondence and other communications; uses standard word processing package to produce a wide variety of large, complex documents and reports.
- Monitors processes and schedules related the unit's outputs, products, tasks, etc.; where applicable, assists in the verification of receipt and accuracy of requisite documents, approvals, signatures, etc. to ensure compliance with relevant legal, financial and other requirements.
- Researches, compiles and organizes information and reference materials from various sources for reports, work plans, studies, briefings, meetings/conferences, etc.
- Generates a variety of standard statistical and other reports, work orders, etc., using various databases.
- Proofreads documents and edits texts for accuracy, grammar, punctuation and style, and for adherence to established standards for format.
- Screens phone calls and visitors; responds to moderately complex information requests and inquiries (e.g. answers requests requiring file search, etc.), and as necessary, refers inquiries to appropriate personnel for handling.
- Provides secretarial, administrative and logistics support to meetings, boards, committees, conferences, etc.
- Assists in the maintenance of websites by scanning, converting and posting a variety of documents onto the site.

- Assists in the preparation of presentation materials using appropriate technology/software.
- Maintains calendar/schedules; monitors changes and communicates relevant information to appropriate staff inside and outside the immediate work unit.
- Performs data entry and extraction functions.
- Reviews, records, distributes and/or processes mail and other documents; follows-up on impending actions.
- Updates and maintains large distribution lists; monitors, prepares and distributes various materials, reports, where possible using electronic formats; handles arrangement for printing and translation as necessary; coordinates shipment arrangements, courier services, etc.
- 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.
- Assists in providing software and office equipment support.
- Provides guidance to less experienced staff on general office processes and procedures, computer applications, etc.
- Performs other duties as assigned.

Work implies frequent interaction with the following:

Staff in related organizational units across the institution. Visitors and representatives from Permanent Missions, UN Common System and other international organizations, NGOs, etc.

Results Expected:

Provides general office and administrative support, including accurate and timely production and processing of documents and administrative requirements. Maintains accurate records and/or data. Appropriately applies relevant policies, guidelines, procedures and processes. Recognizes and reports data and other discrepancies. Appropriately applies relevant policies, procedures and processes. Establishes effective working relationships with internal and external contacts at all levels.

Competencies:

Professionalism: - Knowledge of clerical functions, ability to operate standard office equipment; understanding of file systems, ability to apply good judgment in the context of assignments given. 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.

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 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.

Technological Awareness: - Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate

tasks; shows willingness to learn new technology.

Qualifications:

Education: - High School diploma or equivalent.

Work Experience: - A minimum of three (3) years of experience in administration and general office support or related area.

Languages: - English and French are the working languages of the United Nations Secretariat. Fluency in English and French, (both oral and written) are required.