
MISSION IN COLOMBIA JOB OPENING

Internal / External

Job Title & Level:	ADMINISTRATIVE ASSISTANT, GS-5
Department/Office:	UN MISSION IN COLOMBIA/Headquarters
Location:	BOGOTA, COLOMBIA
Posting Period:	10 days (from 1 June to 8 June 2017)
Job Opening Number:	MC-NJO-2017-19

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

The Human Resources Section invites all interested and qualified candidates to apply for the announced position. All interested candidates should submit their applications (Personal History Profile - P11) and copies of their educational certificates to the Recruitment Unit via email: MCrecruitment@un.org.

Please include also the job opening number of the above position in your e-mail application. Acknowledgment will be sent to short listed candidates only.

Recruitment of this position is subject to funding and Mission Mandate approval.

Organizational Setting and Reporting:

These positions are located in the United Nations Mission in Colombia based in Bogota. The Administrative Assistants will report to the different hiring managers.

Responsibilities

Within the limits of delegated authority, the Administrative Assistant will be responsible to:

- 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, placement, relocation, promotion, performance appraisal, job classification reviews, separation, 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; print and review Umoja reports.
 - Budget and Finance:
 - Monitor status of expenditures and allotments through IMIS, records variations, update budget tables.
 - Consolidate data received and provide support to higher-level staff with respect to budget reviews of relevant intergovernmental and expert bodies.
 - Review status of relevant expenditures and compare with approved budget.
 - Review requisitions for goods and services to ensure (a) correct objects of expenditure have been charged and (b) availability of funds.
 - Assists in the preparation of budget performance submissions.
 - Prepares statistical tables and standard financial reports.
 - General Administration
 - Prepare, process and follow-up on administrative arrangements and forms related to the official travel of staff.
 - Draft routine correspondence.
 - Maintain files of rules, regulations, administrative instructions and other related documentation.
 - Maintain up-to-date work unit files (both paper and electronic).
 - Coordinate extensively with service units and liaise frequently with internal team members both at Headquarters and in the field.
 - Perform other related administrative duties, as required, e.g., reviewing and monitoring the operational travel programme in Umoja; office space allocation; identification of office technology needs and maintenance of equipment, software and systems; organizing and coordinating administrative arrangements for seminars, conferences and translations..

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 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. 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 audience; demonstrates openness in sharing information and keeping people informed.

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.

Education:

A high school diploma or equivalent is required. Technical training in Finance, Budget or Administration is highly desirable.

Experience:

A minimum of five (5) years of progressively responsible experience in administration, finance, budget, accounting, audit 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. Must be familiar with function-related provisions of United Nations Rules, Regulations, Manuals and Policies. Experience working at a UN field mission or UN Agencies in this capacity is desirable.

Languages:

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English and Spanish (both oral and written) is required.

United Nations Considerations

Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international

human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law. The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations – Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.