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# UNITED NATIONS VERIFICATION MISSION IN COLOMBIA

## JOB OPENING

### Internal / External

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Job Title & Level:	<b>Administrative Assistant (GS-5)</b>
Department/Office:	<b>UN VERIFICATION MISSION IN COLOMBIA (UNVMC)</b>
Location:	<b>CUCUTA, COLOMBIA</b>
Posting Period:	<b>30 May – 10 June 2018</b>
Job Opening Number:	<b>MC-NJO-2018-021</b>

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

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**RECRUITMENT FOR THIS POSITION IS SUBJECT TO FUNDING AND APPROVAL OF THE MANDATE**

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

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

#### **Organizational Setting and Reporting**

This position is located in the UNVMC Office of the Chief of Mission Support. The Administrative Assistant will report to the Chief Mission Support.

#### **Responsibilities**

Under the overall direction of the Chief Mission Support and within limits of delegated authority, the Administrative Assistant will be responsible for the following duties:

##### Human Resources Management

- Initiates, processes, monitors, reviews and follows-up on actions related to the administration of the Mission'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.
- Enters, maintains and certifies administrative data and records for time and attendance, performance appraisal, etc. in electronic information systems.
- Reviews entitlements-related claims and reports.
- Provides advice and guidance to staff with respect to administrative procedures, processes and practices, liaising with central administrative services as necessary.

- Maintains and reviews organizational staffing tables; prints and reviews SAP/Umoja reports.

### Budget and Finance

- Provides support to higher-level staff with respect to budget reviews of relevant intergovernmental and expert bodies.
- Assists in the preparation of budget performance submissions.

### General Administration

- Supports the Chief Mission Support and the CMS Team in administrative matters.
- Prepares processes and follows-up on administrative arrangements and forms related to the official travel of staff.
- 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 Headquarters and in the field.
- Performs other related administrative duties, as required, e.g., operational travel programme; monitoring 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 seminars, conferences and translations.

### Contract Administration

- Assists with day-to-day administration of contracts between the UN and external contractors for outsourced services.
- Prepares and processes all UN forms and permissions for contractual and work Unit, Section or Service UN staff, including: UN grounds passes, property passes, UN parking permits, swipe-card access and door keys.

### **Competencies**

Professionalism: Ability to perform a broad range of administrative functions, e.g., budget/work programme, human resources, database management. 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.

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.

**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 or equivalent.

### **Work Experience**

A minimum of five years of experience in administrative services, finance, accounting, audit, human resources or related area is required. Experience working with ERP system or similar applications/platforms is required. Experience working in international organizations 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**

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.

### **No Fee**

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.