



**UNITED NATIONS ASSISTANCE MISSION IN SOMALIA
(UNSOM)**

**UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY
THIS POSITION IS OPEN TO SOMALI NATIONALS ONLY AND DOES NOT HAVE INTERNATIONAL BENEFITS
FEMALE CANDIDATES ARE PARTICULARLY ENCOURAGED TO APPLY**

DEADLINE FOR APPLICATIONS:	09 OCTOBER 2018
DATE OF ISSUANCE:	10 SEPTEMBER 2018
FUNCTIONAL TITLE:	ADMINISTRATIVE ASSISTANT
LEVEL:	GL-5
SECTION:	STRATEGIC COMMUNICATIONS AND PUBLIC AFFAIRS GROUP
LOCATION:	MOGADISHU
DURATION OF CONTRACT:	ONE (1) YEAR FIXED TERM
VACANCY ANNOUNCEMENT NUMBER:	UNSOM/SCPAG/038/2018/SM

Special Notice

This position is funded for an initial period of one year and may be subject to extension. Appointment against this post is on a local basis. The candidate is responsible for any travel expenses incurred in order to take-up the appointment. All applicants are strongly encouraged to apply on-line as soon as possible after the job opening has been posted and well before the deadline stated in the job opening.

Interested applicants who are working with UN Contractors must fulfil the obligations of their contracts with the UN Contractors in order to be eligible to apply for this vacancy.

Organizational Setting and Reporting Relationships:

This position is located in the United Nations Assistance Mission in Somalia (UNSOM), within the Strategic Communications and Public Affairs Group (SCPAG), in Mogadishu. The incumbent reports to the Information Management Assistant and will work closely with head of section and other staff of the section

Duties and Responsibilities:

Within delegated authority, the Administrative Assistant will be responsible for the following:

- **Human Resources Management**
Performs various actions related to the administration of the work unit's human resources activities, e.g., recruitment, placement, promotion, relocation, performance appraisal, job classification reviews, separation of staff members, training, etc., consistently applying UN rules, regulations, policies and procedures. Liaises with central administration/ executive services required; maintains vacancy announcement; prepares personnel actions through the UN's current electronic tools, e., UMOJA; Advises staff on visa matters; provides advice to staff/ consultants with respect to conditions of service, duties and responsibilities, and privileges and entitlements under the staff Rules and Regulations; Monitors assigned staffing tables for a variety of human resources activities, e.g. appointments, recruitment, expiration of appointments, reassignments, transfer and movement of staff.
- **Budget and Finance**
Provides assistance in the preparation and development of the office's work programme and budget; Assists in monitoring the budget/ work programme with respect to various budget, trust funds, grant and other funds on a regular basis, and records reallocations of resources and implements the reallocations as necessary; collects data from relevant databases and assists in preparation of financial reports; provides assistance in the review, and preparation of the medium- term plan and its revisions; reviews and assists in the finalization of cost estimates and budget proposals in terms of staff and non-staff requirements for the mission including programmatic aspects; monitors compliance with the

medium- term plans and other legislative mandates; may assist managers in the elaboration of resource requirements for the budget submissions; monitors budget implementation/ expenditures and records reallocation of funds as necessary; reviews requisitions for goods and services to confirm (a) that correct object codes of expenditure have been charged, and (b) availability of funds; monitors extra-budgetary resources, in line with agreements and cost plans with special attention given to regulations and rules and established policies and procedures; assists in the preparation of budget performance submissions; assists in finalization of budget performance reports with attention given to variances between approved budgets and actual expenditures.

- **General Administration**

Drafts routine correspondence, takes notes at meetings and prepares action points; provides assistance to section's staff; may provide assistance in reviewing host country agreements, budget agreements, or contributions for grants or other activities within assigned areas; identifies and reports issues/ problems as they arise, and recommends appropriate actions; coordinates regularly with service units and liaises as needed either internal team members both at the mission and in outstations; performs other related administrative duties, as required (e.g., travel, monitoring accounts and payment to vendors and individual contractors for services, reviews physical space plans and assists in the identification of office technology needs, maintenance of equipment, software and systems, organizes and provided administrative and logistics support to meetings, conferences and translations).

Competencies

- **Professionalism:** Knowledge of general office and administrative support including administrative policies, processes and procedures. 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. 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 people informed.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is eager and willing to learn from others; places team's 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.

Qualifications:

Education: High School Diploma or equivalent is required. Technical training in Finance, Budget, Human Resources Management or Administration is highly desirable.

Experience: A minimum of four (4) of progressively responsible experience in administration, finance, budget, accounting, audit, human resources or related. Solid computer skills including proficiency in word processing and spreadsheets is required. Specific knowledge of 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 Agency in this capacity is desirable.

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

Assessment

Method: Evaluation of qualified candidates for this position may include a substantive assessment which will be followed by a competency-based interview.

Additional Information:

Candidates who are not selected, but whose performance in the interview process nevertheless demonstrated them to be suitable for a similar function may be kept on a roster for up to seven years. Candidates placed on the roster may be considered for selection against future vacancies for the same function and level.

How to Apply:

Qualified candidates may submit their applications including their United Nations Personal History form (P.11) to the address mentioned below on or before the deadline. The P.11 is on the <https://unsos.unmissions.org/jobs>. Applications submitted after the deadline **09 October 2018** will not be accepted. **Curriculum Vitae (CVs) will not be accepted.**

Email: recruitment-unsoa@un.org

Please quote, Vacancy Announcement Number and Functional Title in the subject of the e-mail.

Kindly attach a copy of P11, Degree/ or Certificate, Passport and or National Identification Card. Please note Criminal Investigation Department (CID) and National Intelligence and Security Agency (NISA) certificates are required at a later stage of the recruitment process.

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.

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING).