
MISSION IN COLOMBIA JOB OPENING

Internal / External

Job Title & Level:	ADMINISTRATIVE OFFICER (REGIONAL SUPPORT), NO-C
Department/Office:	UN MISSION IN COLOMBIA/OFFICE OF THE CHIEF MISSION SUPPORT
Location:	COLOMBIA, Different Regional Offices (Villavicencio, Bucaramanga, Quibdo, Valledupar, Medellin, Guaviare, Florencia, Popayan)
Posting Period:	2 weeks (from 11 to 25 October 2016)
Job Opening Number:	MC-NJO-2016-054 (re-advertisement)

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) to the Recruitment Unit via email MCrecruitment@un.org

You are kindly requested to advice on the Regional Office you apply for.

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

Organizational Setting and Reporting

These positions are located in the various Regional Offices of the United Nations Mission in Colombia. The Administrative Officer (Regional Support) will report to the CMS, and/or the Head of Office (HOO).

Responsibilities:

Within the limits of delegated authority, the Regional Administrative Officer (RAO) reports to the CMS/HOO, and will be responsible for the following duties:

- Assists and supports the HOO in the planning, organizing, implementing, managing and overseeing of activities pertaining to human resources and financial administration, contracts management, logistic support and service delivery of the assigned region office and its associated assembly areas.

- Plans, projects and manages administrative and logistic support to UN staff and observers assigned to the region. Utilizes the integral capacity of UN observers and mission counterparts for administrative and logistics support provision. Guides UN staff in the region in self-service and good practice for effective resource stewardship and environmental management.
- Develops, prepares, coordinates and monitors work plans and programmes for the support activities of the regional office and takes the lead in securing the required human, financial, contractual and logistical resources to achieve them
- Exercises budgetary and administrative control, manages services, facilities and property assigned to the offices, including vehicle fleet, fuel, Comms/IT, office equipment, stores.
- Reports on all administrative, logistical and financial matters.
- Drafts guidelines, reports and correspondence for the HOO and, as requested, in adherence to relevant UN rules and regulations.
- Drafts responses to correspondence required from the HOO on administrative and policy documents.
- Takes the lead on the development and implementation of special projects, including welfare activities as requested.
- Evaluates the support provided by the Mission Support Division to the various clients and partners.
- Liaises with the Senior observers, DSS in the regional and Chiefs of Mission Support Services and Sections of the Mission HQ on administrative issues and activities, as applicable.
- Liaises with local authorities, mission stakeholders, and UN Agencies, Funds and Programmes or other parties on behalf of the HOO.
- Interfaces with commercial service providers, Government and other counterparts in service delivery, shared services, contracts management.
- Coordinates with other regional offices of the Mission in planning and forecasting personnel, financial and logistical requirements.
- Reviews, as applicable, all audit observations submitted and drafts appropriate responses in consultation with the HOO.
- Monitors implementation of Board of Inquiry recommendations.
- Performs other duties, as assigned.

Competencies:

PROFESSIONALISM: Knowledge of administrative, budgetary, financial and human resources policies and procedures. Ability to apply various United Nations administrative rules and regulations in work situations. Conceptual analytical and evaluate skills to conduct independent research and analysis. Ability to identify issues, formulate opinions, make conclusions and recommendations. 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.

TEAMWORK: Works collaboratively with colleagues to achieve organisational 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.

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.

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.

LEADERSHIP: Serves as a role model that other people want to follow; empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvement; does not accept the status quo; shows the courage to take unpopular stands.

Education:

An advanced university degree (Master's degree or equivalent) in business or public administration, finance, accounting, law or related area. A first-level university degree in combination with an additional two (2) years qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience:

A minimum of five (5) years of progressively responsible experience in administration, finance, accounting, human resources management or related field is required.

Languages

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

Considerations of the United Nations

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.