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## MISSION IN COLOMBIA JOB OPENING

### Internal / External

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**Job Title & Level:** **SENIOR ADMINISTRATIVE ASSISTANT, GS-6**

**Department/Office:** **UN MISSION IN COLOMBIA/ HQ**

**Location:** **BOGOTA, COLOMBIA**

**Posting Period:** **2 weeks (from 11 October to 25 October 2016)**

**Job Opening Number:** **MC-NJO-2016-056**

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

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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/or CVs) and copies of their educational certificates to the Recruitment Unit via email: [MCrecruitment@un.org](mailto: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 Senior Administrative Assistants will report to the different hiring managers.

#### **Responsibilities**

Within the limits of delegated authority, the Senior Administrative Assistant will be responsible for performing the following duties:

#### **HUMAN RESOURCES MANAGEMENT:**

- Initiates, reviews, processes and follows-up on actions related to the administration of the section's/unit's human resource activities, e.g., recruitment of staff and consultants, placement, promotion, relocation, performance appraisal, job classification reviews, separation of staff members, training etc., ensuring consistency in the application of UN rules and procedures.
- Responds to enquiries and provides information and advice to staff regarding their entitlements, administrative procedures, processes and practices, conditions of service, duties and responsibilities, and entitlements under the Staff Rules and Regulations.

- Oversees the maintenance of vacancy announcement files and keeps track of status of vacancy announcements.
- Monitors staffing table and prepare relevant statistical data/charts.

#### BUDGET AND FINANCE:

- Assists in the preparation and review of financial and human resource proposals/requirements.
- Consolidates budget/work programme with respect to Headquarters' budget, trust funds, grants and procurement.
- Monitors expenditures and compares with approved budget; prepares adjustments as necessary.
- Assists the supervisor when required in the elaboration of resource requirements for budget submissions.
- Assists in preparation of budget performance submissions and finalization of budget performance reports, analyzing variances between approved budgets and actual expenditures
- Co-ordinates with other finance and budget staff on related issues during preparation of budget reports.

#### GENERAL ADMINISTRATION:

- Drafts routine correspondence to respond to enquiries in respect to relevant administrative, financial audit, personnel matters.
- Coordinates extensively with service sections/units and liaises frequently with internal team members in the field mission.
- 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 seminars, conferences and translations).
- May be responsible for guiding, training, and supervising the work of more junior General Service staff.

#### CONTRACT ADMINISTRATION:

- Assists with day-to-day administration of contracts between the section/unit and external contractors for outsourced services.
- Audits the contractors' invoices against the goods and services provided by the contractor as and when required.
- Processes the payment of contractors' invoices and monitor payments.
- Prepares and processes all forms and permissions for contractual and work Unit, Section or Service staff, including: UN grounds passes, property passes, UN parking permits, swipe-card access and door keys.

- Performs other duties, as required.

### **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 seven(7) 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.