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## MISSION IN COLOMBIA JOB OPENING

### Internal / External

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**Job Title & Level:** **ADMINISTRATIVE ASSISTANT, GS-5**

**Department/Office:** **UN MISSION IN COLOMBIA/UNIFIED SECURITY SECTION**

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

**Posting Period:** **1 week (12 August – 19 August)**

**Job Opening Number:** **MC-NJO-2016-034**

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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.

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

This position is located in the Unified Security Section (with UNDSS). The Administrative Assistant reports to the Deputy Chief Security Officer and works in coordination with the Administrative Assistant (FS5), he/she will effectively and efficiently manage all administrative matters related to the Security Section, including human resources, budget and finance management -- in addition to providing general administrative support to the section/office staff.

### **Responsibilities**

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

### **Human Resources Management:**

- Performs various actions related to the administration of the work unit's human resource 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 as required;
- Maintains vacancy announcement files and updates track vacancy announcements; Prepares personnel actions through the UN's current electronic tools, e.g., Umoja;

- Advises staff on visa matters; Provides advice and answers general queries on classification procedures and processes; Provides information and 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 resource activities, e.g., appointments, retirement, expiration of appointments, reassessments, 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 budgets, 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 assist 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 plan and other legislative mandates;
- May assist managers in the elaboration of resource requirements for budget submissions;
- Monitors budget implementation/expenditures and records reallocation of funds as necessary; Reviews requisitions for goods and services to confirm (a) that correct objects code 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:**

- Provides guidance to mission and/or subordinate staff;
- Identifies and reports issues/problems as they arise, and recommends appropriate actions;
- Coordinates regularly with service units and liaises as needed with 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 coordinate 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.

**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.

### **Education:**

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

### **Experience:**

A minimum of five (5) years of progressively responsible experience in administration, finance, budget, accounting, audit, human resources 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 Spanish (both oral and written) and working knowledge in English is required.

**Consideraciones de las Naciones Unidas**

Los candidatos tendrán que cumplir los requisitos del artículo 101, párrafo 3, de la Declaración de las Naciones Unidas, así como los requisitos de la posición. La Organización de las Naciones Unidas se ha comprometido con los más altos estándares de eficiencia, competencia e integridad de todo su recurso humano, incluyendo pero no limitando el respeto a Los Derechos Humanos y al Derecho Humanitario. Los candidatos pueden ser objeto de un proceso de filtrado para verificar que no hayan cometido o se les culpe de haber cometido ofensas criminales y/o violaciones de derecho internacional de derechos o se supone que ha cometido delitos y / o violaciones del Derecho Humanitario Internacional y/o de las Leyes Internacionales de Derechos Humanos.

La Organización de Las Naciones Unidas no establecerá restricciones sobre la elegibilidad de hombres y mujeres para participar en cualquier capacidad, y en condiciones de igualdad, en sus órganos principales y subsidiarios. (Declaración de las Naciones Unidas - Capítulo 3, artículo 8). La Secretaría de las Naciones Unidas es un ambiente libre de humo.