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## MISSION IN COLOMBIA JOB OPENING

Internal / External

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<b>Job Title &amp; Level:</b>	<b>ADMINISTRATIVE OFFICER (REGIONAL SUPPORT), NO-C (8 Positions)</b>
<b>Department/Office:</b>	<b>UN MISSION IN COLOMBIA/HUMAN RESOURCES SECTION</b>
<b>Location:</b>	<b>BOGOTA, COLOMBIA</b>
<b>Posting Period:</b>	<b>06-20 May 2016</b>
<b>Job Opening Number:</b>	<b>MC-NJO-2016-001</b>

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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 copies of their educational certificates to the Recruitment Unit via email: [MCreruitment@un.org](mailto:MCreruitment@un.org)

Please be advised that only applications made via UN P11 form will be reviewed. Kindly ensure that you include the job opening number for the above position in your e-mail application. Acknowledgement will be sent to the short listed candidates only. Please also be advised that only Colombian Nationals are eligible to apply for National Job Openings.

### Organizational Setting and Reporting

This position is located in the Office of the Chief of Mission Support. The Administrative Officer (Regional Support) will report to the Chief of Mission Support.

### Responsibilities:

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

- Assists and supports the HOO (as additional reporting officer) 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.

**COMMITMENT TO CONTINUOUS LEARNING:** Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.

**TECHNOLOGICAL AWARENESS:** Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

### **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 qualifying experience may be accepted in lieu of the advanced university degree.

**Work Experience:**

A minimum of five 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.