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## **JOB POSTING DETAILS**

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<b>Posting Title:</b>	<b>Team Assistant, GL-2</b>
<b>Opening Number:</b>	<b>UNMHA- 2021-TJO-27</b>
<b>Department/Office:</b>	<b>United Nations Mission to Support the Hudaydah Agreement - UNMHA</b>
<b>Location:</b>	<b>Amman- Jordan</b>
<b>Type of Contract:</b>	<b>Temporary Appointment</b>
<b>Duration of Contract:</b>	<b>six months</b>
<b>Posting period:</b>	<b>1-7 December 2021</b>

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### **United Nations Core Values: Integrity, Professionalism, Respect for Diversity**

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#### **Special Notice:**

This position is being advertised for advance planning purposes pending formal approval of the relevant funding and staffing structures for a duration of 6 months. An appointment may be terminated, or post level adjusted in accordance with the Staff Rules for such reasons as abolition of post or reduction of staff or committee funding approvals, for example in the event that the funding for the post is not approved or the mandate of the mission is not extended.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

#### **Org. Setting and Reporting:**

The position is located in the office of Chief Mission Support in the United Nations Mission in Support of the Hudaydah Agreement (UNMHA). The incumbent will be based in Amman, Jordan and will report to the Administrative Officer FS-6.

#### **Responsibilities:**

Within the limits of delegated authority, the Team Assistant at the GL-2 level will be responsible for performing the following duties:

- Provides general office support services to help ensure the smooth functioning of an organizational unit.
- Uses standard word processing package to produce a variety of routine correspondence, reports, tables, charts, graphs, etc., in accordance with institutional standards.

- Maintains calendar/schedules; monitors change and communicates relevant information to appropriate staff inside and outside the immediate work unit.
- Reviews, records, routes and/or processes mail or other documents; gathers pertinent background material; tracks and monitors follow-up action as required.
- Screens phone calls and clients, and responds to routine inquiries and information requests, including drafting routine written responses, or routes to appropriate personnel for handling as required.
- Maintains files (both paper and electronic) and databases for work unit.
- Performs basic data entry and extraction functions.
- Performs a variety of administrative duties (e.g. leave recording, meeting organization, reservations, office supply and equipment orders, etc.); including preparing and/or processing administrative requests/documents (e.g. travel requests, expense claims, vouchers, visa applications, etc.).
- Assists OSESGY and UNMHA staff in obtaining entry visas and residencies for the Government of Yemen and de-facto authorities.
- Assists OSESGY and UNMHA Amman based staff in applying for residencies and administrative/diplomatic cards, work permits, Jordanian driving licenses, registration of vehicles, transfer of used vehicles, and VAT exemptions, etc.
- Screens and verifies all supporting documents for protocol requests as per existing Standard Operating Procedures (SOP).
- Photocopies/scanning a variety of documents and other materials.
- Delivers urgent mail/messages.
- Performs other duties as assigned.

### **Core Competencies:**

**Professionalism:** 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 the audience; Demonstrates openness in sharing information and keeping people informed.

**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.

**Education:**

A high school diploma or equivalent is required.

**Work Experience:**

A minimum of one (1) year of progressive responsible experience in general office support or related area is required.

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

**Assessment:**

Evaluation of qualified candidates may include an assessment exercise which may be followed by an informal interview.