

**Administrative Assistant, G-5***(Finance Section)*

**Deadline for Applications:** 27-Nov-2005  
**Date of Issuance:** 28-Oct-2005  
**Organizational Unit:** Office for the Coordination of Humanitarian Affairs  
**Duty Station:** New York  
**Vacancy Announcement Number:** 05-ADM-OCHA-407853-R-New York

Appointment against this post is on a local basis and is open only to staff members of the Secretariat appointed at the duty station indicated above, who have already passed the relevant entry-level examination

**RENUMERATION**

Depending on professional background, experience and family situation, a competitive compensation and benefits package is offered.

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

**RESPONSIBILITIES**

Under the overall supervision of the Executive Officer and direct supervision of the Finance/Administrative Officer of the Executive Office of OCHA, the Administrative Assistant will be responsible for the following duties: 1. Support the Finance Officer in Finance and Administrative matters: Creates customised expenditure reports from RB and XB funding. Creates monthly status of allotments (both RB and XB) for managers of each Branch. Assists in the monitoring of reporting requirements of donors contributions. Assists the Finance Officer in the preparation of allotments and staffing tables for OCHA's different Trust Funds for submission to OPPBA. Drafts financial cables to authorize expenditures by Field Offices and IOV against OCHA's IMIS allotments. Prepares pre-encumbrances and obligations in IMIS as instructed by the Finance Officer. Drafts memoranda and faxes to various offices (OCHA Geneva and the field) answering inquires in regard to various financial and administrative matters (e.g. contributions from donors agreements). Prepares tables with financial information and statistics to be included in OCHA documents and proposals submitted to Donors (e.g. OCHA Annual Cost Plans and OCHA Annual reports). Liaises with OCHA colleagues to compile and check accuracy of financial data. Reviews financial information in OCHA's documents (e.g. Annual Cost Plans, Annual Reports) before submission from printing. Prepares supporting material for OCHA management meetings to discuss Cost plans. 2. Recruitment of Consultants: Reviews and monitors approved budget for consultancy for each Branch, reviews cost of each requests for consultant, and compares it against approved budget to ensure funds. Advises Finance/Administrative Officer as required. Provides advice and guidance to Programme Managers with respect to administrative procedures, processes and practices for the recruitment of consultants, liaising with OHRM as necessary. Reviews evaluation reports of consultants, monitors payment schedule and processes payment of consultants fees. 3. Responsible for processing of travel for CRD-OCHA-NY Section: Monitors travel expenditures of the CRD Branch and availability of funds. Advises Finance Officer as necessary. Initiates authorization for official travel and costs estimates. Creates IMIS travel authorization for CRD staff, obligating funds necessary for payment of DSA, air tickets, etc. Advises travellers on various entitlements (daily subsistence allowance, travel advances, etc). 4. Provides administrative support to Executive officer and Administrative Officers: Assists Administrative Officers in the update of the staffing tables and reconciles official Administrative Instructions (ST/AI) with staffing tables. Creates customized tables with HR information (e.g. post incumbency, approved post per funding per branch) as requested. Distributes phone bills of staff in NY, follows up with staff and drafts memoranda to Payroll to recover charges for personal calls. Drafts correspondence relating to travel and other budgetary matters for signature of Executive Officer/ Finance Officers. Responds to queries from OCHA staff about administrative procedures. Liaises extensively with Offices in Geneva and in the field on administrative matters.

**COMPETENCIES**

Professionalism- Ability to manage process, maintain accurate records interpret/analyse a wide variety of data and identify/resolve data discrepancies and activity problems. Planning and organizing- demonstrated effective organizational skills and ability to handle work in an efficient and timely manner. Commitment to continuous learning- initiative and willingness to keep abreast of new development in the financial, budget and administrative area. Technological Awareness- fully proficient

in IMIS processes and applications as they related to accounts and personnel administration. Proficiency in various MS Office applications(Excel, Word) and other IT applications. Teamwork- good interpersonal skills; ability to work in a multi-cultural; multi-ethnic environment with sensitivity and respect for diversity. Demonstrated ability to develop and maintain effective work relationships with budget/finance, human resource counterparts and client departments. Communication- ability to write in a clear and concise manner and to communicate effective orally.

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**QUALIFICATIONS:****EDUCATION**

High School Diploma or equivalent. Additional courses/training in Finance and accounting desirable

**WORK EXPERIENCE**

Progressively responsible experience within the UN system in budget, finance, human resources, administrative services, or other related fields is required.

**LANGUAGES**

English and French are the working languages of the United Nations Secretariat. For this post, fluency in oral and written English is required. Knowledge of a second official UN language is highly desirable.

**OTHER DESIRABLE SKILLS**

Knowledge and applications of UN Financial rules and regulations and procedure is required. Familiarity with the work and operating procedure of an Executive Office is required. Demonstrated use of initiative and ability to make linkage in work is required.

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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).

English and French are the two official working languages of the United Nations.