



Ref. No.: _____

TEMPORARY VACANCY ANNOUNCEMENT

G-5	Administrative Assistant
TVA Grade Level	Functional Title
OCHA/Executive Office	
Department/Office/Division	
Administration	
Occupational Group (See list on last page)	
G-4 and G-5 levels	15 July, 2009
Open to (Current Grade of Applicant)	Deadline (DD/MM/YYYY)

Service/Section: Executive Office	Estimated Start Date: ASAP
Duty Station: New York	Possibility of Extension? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Duration: 6 months	Open to External Candidates? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

DUTIES AND RESPONSIBILITIES

Under the direct supervision of the Executive Officer, the incumbent will be responsible for the following duties:

- Provides administrative assistance to the Executive Officer by ensuring coordination, support and distribution of administrative tasks within the office.
- Maintain liaison with OCHA officials and other units and branches regarding on-going programmes and other administrative matters; monitor processes and schedules related to the Executive Office's outputs, products, tasks, etc.
- Process information and communications in a timely manner by reading and reviewing all incoming correspondence, official documents, administrative circulars, etc. Identify those requiring action and bring to the attention of the Executive Officer any urgent issue that needs immediate action.
- Ensure there is continuous flow of information among staff within the EO as well as distribution of work assignments as indicated by the Executive Officer and subsequent follow-up of completion of work assignments within the Executive Office, the Administrative Office in Geneva and the field, ensuring that deadlines are met.
- Provide research assistance to the Executive Officer on issues dealing with administration (finance and budget) and human resources management.
- Monitor and follow up on communications, reports and meetings of UN bodies requiring action on part of the Executive Officer, to ensure that deadlines are met.
- Draft correspondence, administrative announcements, memoranda, notes for the file, briefing notes, and other routine communications.
- Provide administrative back-up to other administrative assistants in the processing of official travel, preparation of costs plans, training and day-to-day administrative actions.
- Serve as help-desk in the Executive Office, responding to queries from external (Permanent Missions, etc.) and internal (UN Headquarters and Field) sources regarding donor contributions, administrative circulars and issuances, procedures and processes, staff concerns, etc.

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; tact and discretion in dealing with confidential matters.

PLANNING AND ORGANIZING: Demonstrated skills in identifying priority activities and assignments; adjusting priorities as required; allocating appropriate amount of time and resources for completing work; foreseeing risks and allowing for contingencies when planning; monitoring and adjusting plans and actions as necessary; uses time efficiently.

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; good written skills, including drafting and editing skills.

TEAMWORK: Good interpersonal skills and ability to establish and maintain effective working relations with colleagues; able to demonstrate sensitivity to others.

For Managerial Positions:

QUALIFICATIONS

Experience: Several years of relevant experience in administration and office management functions within the United Nations.

Education: Completion of high school or equivalent diploma; specialized secretarial and/or management/executive assistance training/courses are desirable. Must have passed the United Nations Administrative Support Assessment Test (ASAT) in English at New York Headquarters.

Languages: English and French are the working languages of the United Nations Secretariat. For this post, fluency in oral and written English is required.

Other Skills: Ability to research, select, organize and summarize data and information required for reports and briefings is required; ability to demonstrate tact and discretion in dealing with confidential matters. Knowledge of IMIS, Excel, PowerPoint is desirable. Demonstrated ability to apply good judgment in the context of assignments given.

ADDITIONAL COMMENTS

