

## **Job Opening**

**Post Title:** Assistant Administrative Officer

**Post Level:** NO-A

**Location:** El Fasher

**Job Opening Number:** UNAMID-JO-ELF-16-016

**Job Opening Deadline:** 31 May 2016

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

### **Organizational Setting and Reporting**

This position is located in UNAMID's Engineering Environment Protection Section. The Assistant Administrative Officer will be reporting to the Chief Engineer.

### **Duties and responsibilities:**

Within delegated authority, the Assistant Administrative Officer will be responsible for the following duties:

#### **Human Resource Management**

- Undertakes actions related to the administration of the unit's human resource activities, e.g., recruitment, placement, promotion, performance appraisal, job classification reviews, separation of staff members, training etc., ensuring consistency in the application of UN rules and procedures.
- Provides information regarding conditions of service, duties and responsibilities, and privileges and entitlements under the Staff Rules and Regulations.
- Provides information on unit's staffing needs for inclusion in department's staffing table.

#### **Budget and Finance**

- Assists in developing the unit's work program and budget; analyses inputs and formulates resource allocations by work program, or business processes.
- Using Umoja, monitor budget/work program with respect to Headquarters' budget, trust funds and grants, on a regular basis, and reallocates resources as necessary.
- Supports the implementation of procedures and systems for implementing the appropriate financial database.
- Follow-up pending entitlements, payments and claims.
- Contributes to the development of budgetary guidelines for own unit.

#### **General Administration**

-Performs other related administrative duties, as required (e.g., operational travel programme, monitoring accounts and payment to vendors and individual contractors for services, physical space planning and the identification of office technology needs and maintenance of equipment, software (Umoja) and systems).

### **Qualifications and Experiences:**

**Academic:** First level university degree in business or public administration, finance, accounting, law or related field is required.

**Experience:** One or two years of progressively responsible experience in administration, finance, accounting, human resources management or related area is required. UN field mission experience or other international field experience is desirable.

**Language:** Fluency in English and Arabic (oral and written) is required. Knowledge of local language is an advantage.

### **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 evaluative 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.
- **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.
- **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.

### **HOW TO APPLY**

Interested applicants should submit their applications together with:

- 1) Cover letter setting out how the qualifications and experience match the requirements of the position
- 2) Completed and signed United Nations Personal History form ([P-11](#))
- 3) A copy of own Birth Certificate, Sudanese Resident Certificate, National passport, Secondary and/or University Diploma, copies of previous employment certificate(s) and three references from previous employers by ONE of the following methods: (All Applicants **MUST** indicate the **job opening number, Post Title and the Duty Station** of which they are applying, on the Subject line [by email] or on the Envelope [by Mail/by Hand].)

**By e-mail:** All applicants are strongly encouraged to apply by e-mail: [UNAMIDJO-ELF@un.org](mailto:UNAMIDJO-ELF@un.org).

JO No. UNAMID-JO-ELF-16-016.

**By Hand:** Deliver to: the UNAMID, National Staff Unit Super Camp Room B-03 OR Super Camp Security Gate.

**IMPORTANT:** Please refer to the Qualifications and Experience and Competencies sections above and make sure that you are eligible to apply.

In line with the UN policy on gender balance, FEMALE CANDIDATES ARE ENCOURAGED TO APPLY

### **WARNING TO APPLICANTS:**

**THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON BANK ACCOUNTS.**

**UNAMID does not provide accommodation to locally recruited staff (national Staff), since they are expected to be with commuting distance within the locality of recruitment.**