African Union - United Nations Hybrid Operation in Darfur

Post Title: Administrative Assistant
Post Level: GL-4
Location: Nyala
Job Opening Number: UNAMID-JO-NYL-16-0042
Opening date: 19 October 2016
Job Opening Deadline: 2 November 2016

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

Organizational Setting and Reporting

This position is located in the Human Resources Management Section of the Africa Union-United Nations Mission in Darfur (UNAMID), Nyala. The incumbent will report to the Sector Chief of Unit.

Duties and responsibilities:

The Administrative Assistant is responsible for effectively and efficiently managing all administrative matters related to a section/office including human resources management, budget and finance management. In addition to providing general administrative support to the section/office staff.

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

HUMAN RESOURCES MANAGEMENT
- Enters, maintains and certifies administrative data and records for time and attendance, performance appraisal, etc. in electronic information systems;
- Processes entitlements-related claims and reports;
- Maintains and reviews organizational staffing tables, prints and reviews IMIS reports;
- Follows-up on actions related to the administration of the unit’s human resources activities, e.g. recruitment, placement, relocation, promotion, performance appraisal, job classification reviews, separation, training, etc., ensuring consistency in the application of regulations and procedures;

BUDGET AND FINANCE
- Monitors status of expenditures and allotments through IMIS, records variations, updates budget tables.
- Consolidates data received and provided supports to higher-level staff with respect to budget reviews of relevant intergovernmental and expert bodies;
• Reviews status of relevant expenditures and compares with approved budget;
• Reviews requisitions for goods and services to ensure (a) correct objects of expenditures have been charged and (b) availability of funds;
• Assists in the preparation of statistical tables and standard financial reports.

GENERAL ADMINISTRATION
• Prepares, processes and follows-up on administrative arrangement and forms related to the official travel of staff;
• Drafts routine correspondence;
• Maintains files of rules, regulations, administrative instructions and other related documentation;
• Maintains up-to-date work unit files (both paper and electronic);
• 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; identification of office technology needs and maintenance of equipment, software and systems; organizing and coordinating administrative arrangements for seminars, conferences and translations.

CONTRACT ADMINISTRATION
• Assists with day-to-day administration of contracts between the UN and external contractors for outsourced services;
• Processes payment of contractor’s invoices and monitors the payments;
• Prepares and processes UN forms and permissions for contractual work and services, including UN grounds passes, property passes, UN Parking permits, swipe-card access and door keys;
• Performs other duties as assigned.

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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.

• **Teamwork**: Works collaboratively with colleagues to achieve organizational 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.

• **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.
Qualifications:

Education: High School Diploma or equivalent is required.

Experience: A minimum of three (3) years of progressively responsible experience in the field of administrative services, finance, accounting, audit, contracting and human resources or related area.

Language: Fluency in spoken and written English and Arabic is required. Knowledge of another language of the UN is desirable.

Other:

Important Consideration for Applicants:
This position is locally recruited. UNAMID will not provide accommodation to locally recruited staff.

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.

HOW TO APPLY
Interested and qualified applicants should submit their application together with the United Nations Personal History form (P.11) and/or CV along with copies of own Birth Certificate, Sudanese Resident Certificate, Academic/University Diploma and previous employment certificates by one of the following methods:

By Hand: Deliver to UNAMID, Nyala, Super Camp Security main gate
By Email: All applicants are strongly encouraged to apply by e-mail: unamidjo-nyl@un.org

Note: All applicants must indicate the JO No., Post Title and Duty Station to which they are applying on the subject line (by email) and/or on the sealed envelope (by hand delivery). E.g. UNAMID- JO-NYL-16-0042 Administrative Assistant, GL-4.

Please do not submit original certificate(s) with the applications.

In line with the UN policy on gender balance, female candidates are encouraged to apply

POSITIONS OPEN FOR SUDANESE NATIONALS ONLY.