


UNITED NATIONS NATIONS UNIES
TRUCE SUPERVISION ORGANIZATION

JOB OPENING – INTERNAL/EXTERNAL

VACANCY NUMBER:	22/018
DEADLINE FOR APPLICATION:	05 October 2022
DATE OF ISSUANCE:	06 September 2022
POST TITLE:	Administrative Assistant
POST LEVEL:	G-5
POST NUMBERS:	30907866
SECTION:	Administrative Liaison Office-Amman
DUTY STATION:	Amman

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

QUALIFIED FEMALE CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY

UNTSO was the first peacekeeping operation established by the Security Council, in its resolution 50 (1949), and continues to represent the commitment of the Council to assist in the implementation of the 1949 Armistice Agreements and their attendant ceasefires. In its resolution 73 (1949), the Council requested the Secretary-General to arrange for the continued service of such UNTSO personnel as might be required in observing and maintaining the ceasefire, as requested by the Council in its resolution 54 (1948), and as might be necessary in assisting the parties to the Agreements in the supervision of the application and observance of the terms of those Agreements. UNTSO is mandated to observe and maintain the unconditional ceasefires and assist the parties to the 1949 Armistice Agreements in the supervision of the application and observance of the terms of those Agreements. Its mandate derives from Security Council resolutions and decisions, including foundational resolutions 50 (1948), 54 (1948), and 73 (1949). UNTSO's activities are spread over Egypt, Israel, Jordan, Lebanon and the Syrian Arab Republic to maintain the regional liaison architecture established under the Armistice Agreements.

Responsibilities

Under the direct supervision of Administrative Officer, the Administrative Assistant is responsible for the following functions:

Human Resources Management:

Performs various related to the administration of the work unit's human resources activities, e.g., recruitment, placement, promotion, relocation, performance appraisal, job classification reviews, separation of staff members, training etc., consistently applying UN rules, regulations, policies and procedures. Liaise with central administration/executive services as required; Maintains vacancy announcement files and update track vacancy announcements; Prepares personnel actions through the UN's current electronic tools, e.g., Umoja; Advices staff on visa matters; Provides advice and answers general queries on classification procedures and processes; Provides information and advice to staff/consultants with respect to conditions of service, duties and responsibilities, and privileges and entitlements under the Staff Rules and regulations; Monitors assigned staffing tables for variety of human resources activities, e.g., appointments, retirement, expiration of appointments, reassignments, transfer and movement of staff.

Budget and Finance:

Provides assistance in the preparation and development of the office's work programme and budget; Assists in monitoring the budget/work programme with respect to various budgets, trust funds, grant and other funds on a regular

basis, and records reallocations of resources and implements the reallocations as necessary; Collects data from relevant databases and assist in preparation of financial reports; Provides assistance in the review, and preparation of the medium-term plan and its revisions; Reviews and assists in the finalization of cost estimates and budget proposals, in terms of staff and non-staff requirements for the mission including programmatic aspects; monitors compliance with the medium-term plan and other legislative mandates; May assist managers in the elaboration of resource requirements for budget submissions; Monitors budget implementation/expenditures and records reallocation of funds as necessary; Reviews requisitions for goods and services to confirm (a) that correct objects code of expenditure have been charged, and (b) availability of funds; Monitors extra-budgetary resources in line with agreements and cost plans with special attention given to regulations and rules and established policies.

General Administration:

Provides guidance to mission and/or subordinate staff. May provide assistance in reviewing host country agreements, budget agreements, or contributions for grants or other activities within assigned areas; Identifies and reports issues/problems as they arise and recommends appropriate actions; Coordinates regularly with service units and liaises as needed with internal team members both at the mission and in outstations. Diplomatic pouch services and related mail/ cargo/ supply runs: Processes/prepares items to be sent via the UN diplomatic pouch according to UN regulations and compiles the necessary paperwork related to mail/cargo/supply runs to/from Amman. Visa Requests and Border Crossing clearances: Processes border crossing clearances from Jordan into Israel and vice versa for UNTSO personnel and arranges for passport renewals, issuance of visas from various consulates/embassies and follows-up as and when necessary, to ensure that the processes are completed. Prepares all the paperwork (notes verbal) for issuance, renewal and cancellation of resident cards and follows up with MOFA to ensure issuance of the cards. Performs the full range of office management and administrative functions; maintains liaison with other Peacekeeping Operations, UN Agencies and Funds, and UNTSO-HQ, in particular the Office of Mission Support regarding ongoing programs and other administrative matters. Performs other related administrative duties, as required (e.g., travel, monitoring accounts and payment to vendors and individual contractors for services, reviews physical space plans and assists in the identification of office technology needs, maintenance of equipment, software, and systems, organizes and coordinate seminars, conferences and translations).

Competencies

Professionalism – Knowledge of general office and administrative support including administrative policies, processes and procedures. Ability to perform broad range of administrative functions, e.g., budget/work program, human resources, database management, etc. Ability to apply knowledge of various United Nations administrative, financial and human resources rules and regulations in work situations. Demonstrated use of initiative and ability to makes appropriate linkages in work requirements and to anticipate next steps. 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.

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.

Accountability - Takes ownership of all responsibilities and honors commitments. Delivers outputs for which one has responsibility within prescribed time, cost and quality standards. Operates in compliance with organizational regulations and rules. Supports subordinates, provides oversight and takes responsibility for delegated assignments. Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Education

High school diploma or equivalent is required. Technical training in Finance, Budget, Human Resources Management or Administration is highly desirable.

Work Experience

A minimum of five (5) years of progressively responsible experience in administration, finance, budget, accounting, audit, human resources, or related area. Solid computer skills including proficiency in word processing and spreadsheets is required.

Specific knowledge of the UN administrative electronic tools, such as Umoja or ERP is desirable. Must be familiar with function related provisions of United Nations Rules, Regulations, Manuals and Policies. Experience working at UN Agencies in this capacity is desirable.

Languages

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

Other Skills

A valid National driver's license is required.

Assessment Method

Short-listed applicants may be evaluated through a competency-based interview and/or other assessment methods.

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). The United Nations Secretariat is a non-smoking environment. Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

SPECIAL NOTE: QUALIFIED FEMALE CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY

- APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED
 - ONLY APPLICATIONS SUBMITTED ONLINE WILL BE CONSIDERED
 - ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FOR FURTHER ASSESSMENT
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How to Apply to United Nations Truce Supervision Organization (UNTSO) vacancies:

The UNTSO Jobs page, <https://untso.unmissions.org/untso-jobs>, will include all Job Openings.

1. To start the application process, applicants must download a [Personal History "P.11"](#) form. **Note: Any other form of application will not be accepted.**
 2. Once the download is finished, complete and save your Personal History Form and then e-mail it to the following e-mail address: untso_staffing@un.org.
 3. In completing the P.11 form, please note that all fields must be completed accurately to the best of your knowledge.
 4. Submit a written cover-page application in addition to your completed and signed Personal History form.
 5. Your application will be screened and evaluated against the requirements as specified in the particular vacancy and your name may be put forward for that specific announcement only.
 6. In view of the high volume of applications received, only those applicants who are included in the roster will be notified.
 7. Indicate the JO number on the subject heading in your email application. Applications that do not comply to this standard will not be validated.
 8. For **internal candidates**: Ensure that your application is scanned to untso_staffing@un.org from your personal or UN email account and include the JO number on the subject heading with a return receipt request. Applications that do not comply to this standard will not be validated.
 9. For **internal candidates and UN staff from agencies**: Attach your latest two ePerformance Reports.
 10. For **external candidates**: Attach your latest two performance appraisal reports if applicable.
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United Nations Considerations

At the United Nations, the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity, with due regard to geographic diversity. All employment decisions are made on the basis of qualifications and organizational needs. The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

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

At your interview

The United Nations' greatest asset is the quality of its staff. To ensure that the very best people join the UN team we use a competency-based interview process. Competency based interviews are also called "behavioral interviews" or "criterion based" interviews". Such interviews are based on the concept that past behavior and experience is the best indicator of future performance. In other words, your history tells a story about you: your talents, skills, abilities, knowledge, and actual experience in handling a variety of situations.

More information on competency-based interviews at <https://careers.un.org>

Applications should be addressed to:

Chief Human Resources Officer, UNTSO
Email: untso_staffing@un.org