



TRUCE SUPERVISION ORGANIZATION

JOB OPENING – INTERNAL / EXTERNAL

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| VACANCY NUMBER: | 22/021 |
| DEADLINE FOR APPLICATION: | 04 October 2022 |
| DATE OF ISSUANCE: | 05 September 2022 |
| POST TITLE: | Administrative Assistant |
| POST LEVEL: | G-5 |
| POST NUMBERS: | 30912505 |
| SECTION: | UN Liaison Office Cairo |
| DUTY STATION: | Cairo |

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 overall direction of the Deputy Chief of Mission Support and the direct supervision of the Administrative Officer in Cairo, the incumbent will be responsible for but not limited to 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.
- Process entitlements-related claims and reports.
- Maintains and reviews organizational staffing tables; prints and reviews Umoja reports.
- Follows-up on actions related to the administration of the unit's human resource activities, e.g., recruitment, placement, relocation, promotion, performance appraisal, job classification reviews, separation, assistance to pensioners, training etc., ensuring consistency in the application of regulations and procedures.

BUDGET AND FINANCE

- Monitors status of expenditures and allotments through Umoja, records variations, updates budget tables.
- Consolidates data received and provides support 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 expenditure 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 arrangements and forms related to the official travel of staff.
- Drafts routine correspondence and translates documents, as required.
- 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, and provides logistic support as required, e.g., operational travel programme; monitoring accounts and payment to vendors and individual contractors for services; physical space planning; property management, identification of office technology needs and maintenance of equipment, software and systems; management and maintenance of vehicle fleet, other assets and equipment; fuel and Carlog management; 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 contractors' invoices and monitor 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.
- Perform other duties as required by the supervisor.

Competencies

Professionalism – Knowledge of general office and administrative support including administrative policies, processes and procedures. 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 & Organizing** – Develops clear goals that are consistent with agreed strategies. Identifies priority activities of assignments. Allocates appropriate amount of time and resources for completing work. Foresees risks and allows for contingencies when planning. 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.

Education

High school diploma or equivalent is required. A combination of relevant certification/diploma or other academic qualifications or training in business administration, vehicle management or related fields, is an advantage.

Work Experience

A minimum of five (05) years of progressively responsible experience in the field in administrative services, finance, accounting, audit, contracting and human resources or related area is a requirement. At least one year of experience in logistic support is highly desirable. At least 1-year experience with international organizations, preferably in the United Nations is an advantage.

Languages

Fluency in spoken and written English is required. Fluency in the local language (Arabic) is also required.

NOTE: "Fluency" equals a rating of "fluent" in all four areas (read, write, speak, understand) and "Knowledge of" equals a rating of "confident" in two of the four areas.

Other Skills

Very good MS Office skills. A valid driver's license is required.

Assessment Method

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

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**

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 (P.11) 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 P.11 form.

5. Indicate the JO number on the subject heading in your email application. Applications that do not comply to this standard will not be validated.
6. 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.
7. In view of the high volume of applications received, only those applicants who move forward in the process, will be contacted for further assessment. Those who are successful/not successful in the assessment will be notified.
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 Performance Reports.
10. For **external candidates**: Attach your latest two performance appraisal reports if applicable.

United Nations Considerations

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.

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 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 "behavioural interviews" or "criterion based interviews." Such interviews are based on the concept that past behaviour 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
