



TRUCE SUPERVISION ORGANIZATION

JOB OPENING – INTERNAL / EXTERNAL

JOB OPENING NUMBER:	18/040
DEADLINE FOR APPLICATION:	02/01/2019
DATE OF ISSUANCE:	03/12/2018
POST TITLE:	Administrative Assistant
POST LEVEL:	G-5
POST NUMBER:	30912054 & Roster
SECTION:	OGG - Damascus
DUTY STATION:	Damascus

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

Responsibilities

Under the overall direction of the Deputy Chief of Mission Support and the direct supervision of the Administrative Officer – Observer Group Golan - Damascus, the incumbent will be responsible but not limited to the following duties:

- Performs a wide range of office support and administrative functions for the section;
- Responds to routine correspondence and other communications; uses standard MS office applications to produce a variety of routine correspondence, reports, tables, charts, graphs, etc., in accordance with organizational requirements; and
- Proofreads documents and edits texts for accuracy and adherence to established standards for format.
- Maintains files of rules, regulations, administrative instructions and other related documentation.
- Maintains up-to-date Chief of Section's files (both paper and electronic).
- Maintains calendar /schedules; monitors change and communicates relevant information to appropriate staff inside and outside the immediate work unit;
- Drafts routine correspondence including facsimiles, memoranda and reports and take minutes of meetings and distribute as necessary;
- Conducts administration and liaison with UNTSO retirees in Syria for pension and medical claims;
- Enters, maintains and verifies time and attendance records in electronic information systems for the Section;
- Provides advice and guidance to staff with respect to administrative procedures, processes and practices,
- Assists with scheduling of various section programs, e.g. copy and proofreading, graphics, printing, etc.).
- Conducts interpretation of documents from Arabic to English;
- Performs other related administrative duties, as required.

Competencies

Professionalism: Ability to perform a broad range of administrative functions, e.g., budget/work programme, human resources, database management, etc. Ability to apply knowledge of various United Nations administrative, financial and human resources rules and regulations in work situations. 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. **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.

Education

High school diploma or equivalent. 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 a UN field mission or UN Agencies in this capacity is desirable.

Languages

Fluency in spoken and written English; working knowledge of spoken and written Arabic is an advantage.

Other Skills

Knowledge of MS Office applications is required.

Assessment Method

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

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.

SPECIAL NOTE: QUALIFIED FEMALE CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY

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.

APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED

How to Apply to United Nations Truce Supervision Organization (UNTSO) vacancies:

Only applications submitted online will be considered.

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-syria@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-syria@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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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.

For more information on competency based interviews, click [here](#).

Applications should be addressed to: Chief Human Resources Officer, UNTSO
Email: untso-syria@un.org
