



TRUCE SUPERVISION ORGANIZATION

JOB OPENING – INTERNAL / EXTERNAL

JOB OPENING NUMBER:	18/023
DEADLINE FOR APPLICATION:	30 August 2018
DATE OF ISSUANCE:	31 July 2018
POST TITLE:	Administrative Assistant (Training)
POST LEVEL:	G-5
POST NUMBERS:	30907775 & Roster
SECTION:	Human Resources Section
DUTY STATION:	Jerusalem

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

Responsibilities

Under the overall direction of the Chief Human Resources Officer and the direct supervision of the supervisor of the training unit, the incumbent will be responsible but not limited to the following duties:

Training:

- Contributes to the design, organization and delivery of training and development programmes for the enhancement of competencies and upgrading of staff technical skills and to meet mandate implementation.
- Contributes to the design of mission-readiness and orientation programmes which encompass a range of activities including, inter alia, technical and substantive training, safety and security, induction training, leadership and management.
- Contributes to the design of specific training programmes to meet unique mission operational requirements and staff development needs.
- Co-coordinates and organises specialized training programmes with the various functional and substantive areas of civilian and military - that meet cross-cutting training needs such as HIV/AIDS awareness and safety and security as applicable.
- Contributes to the development of systems and methods for disseminating information to mission personnel on training and staff development opportunities, including distance-learning, self-study, and other sources of learning.

Mission Training Budget:

- Contributes to the preparation and monitoring of budgetary allocations through regular reviews.
- Provides assistance in the preparation and development of the Mission's training programme and budget;
- Collects data from relevant databases and assist in preparation of training budget reports;
- Monitors training budget implementation/expenditures and records reallocation of funds as necessary;
- Monitors other training resources, in line with agreements and cost plans with special attention given to regulations and rules and established policies and procedures;

General Administration

- Collects and maintains statistical data on training activities and responds to queries and requests for information on training programmes.
- Drafts routine and ad hoc outputs and provide effective monitoring reports and data.
- Performs a wide range of office support and administrative functions for the unit;
- 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 training calendar /schedules; monitors changes 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;
- Assists with scheduling of various trainings.
- Performs other related administrative and training duties, as required.

Competencies

Professionalism: Ability to perform a broad range of administrative functions, e.g., human resources, budget/work programme, database management, training, etc.. Knowledge of training and adult learning theories, United Nations policies, procedures and practices and ability to apply them in an organizational setting is desirable. Good research, analytical and problem-solving skills is desirable. Demonstrates use of initiative and makes appropriate linkages in work requirements and anticipates 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. **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. **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 the audience -Demonstrates openness in sharing information and keeping people informed

Education

High school diploma equivalent is a requirement. Technical or vocational certificate/diploma in Administration, Training, or equivalent is desirable

Work Experience

At least five (5) years of progressively responsible experience in administrative services, human resources, finance, training or related area. At least two (2) years in the area of adult learning, training or staff development is highly desirable. Experience working in a multicultural and/or international work environment, is highly desirable.

Languages

Fluency in English (both oral and written) is a requirement; working knowledge of Arabic & Hebrew (read, speak and understand) is desirable.

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.

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://untsso.unmissions.org/untsso-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. 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.
 5. In view of the high volume of applications received, only those applicants who are included in the roster will be notified.
 6. Indicate the JO number on the subject heading in your email application. Applications that do not comply to this standard will not be validated.
 7. 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.
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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_staffing@un.org
