

**TRUCE SUPERVISION ORGANIZATION****TEMPORARY JOB OPENING – INTERNAL / EXTERNAL**

<b>VACANCY NUMBER:</b>	<b>19/020</b>
<b>DEADLINE FOR APPLICATION:</b>	<b>28 August 2019</b>
<b>DATE OF ISSUANCE:</b>	<b>21 August 2019</b>
<b>POST TITLE:</b>	<b>Administrative Assistant</b>
<b>POST LEVEL:</b>	<b>G-4</b>
<b>POST NUMBERS:</b>	<b>30912505</b>
<b>SECTION:</b>	<b>UN Liaison Office Cairo-Ismailia</b>
<b>DUTY STATION:</b>	<b>Ismailia</b>

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

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**QUALIFIED FEMALE CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY****Special Notice**

The temporary position is intended to fill the functions for a short-term duration for 3 months with a possibility of extension subject to the availability of the position. Recruitment for this position is done on a local basis, whether or not the candidate is a resident of the duty station. Candidates should have no expectation of any fixed-term appointment possibility after the end of this temporary appointment. Subsequent to the initial temporary appointment, new and successive temporary appointments may be granted for service in the same office or in a different office any number of times, for any duration, provided that the length of service does not exceed the period of 364 calendar days.

**Responsibilities**

Under the overall direction of the Deputy Chief of Mission Support and the direct supervision of the Administrative Officer, the incumbent will be responsible for but not limited to the following duties:

- Performs a wide range of office support and administrative functions.
- Responds or drafts responses to routine correspondence and other communications; uses standard word processing package to produce a wide variety of large, complex documents and reports.
- Monitors processes and schedules related the unit's outputs, products, tasks, etc.; where applicable, assists in the verification of receipt and accuracy of requisite documents, approvals, signatures, etc. to ensure compliance with relevant legal, financial and other requirements.
- Researches, compiles and organizes information and reference materials from various sources for reports, work plans, studies, briefings, meetings/conferences, etc.
- Generates a variety of standard statistical and other reports, work orders, etc., using various databases.
- Proofreads documents and edits texts for accuracy, grammar, punctuation and style, and for adherence to established standards for format.
- Screens phone calls and visitors; responds to moderately complex information requests and inquiries (e.g. answers requests requiring file search, etc.), and as necessary, refers inquiries to appropriate personnel for handling.
- Provides secretarial, administrative and logistics support to meetings, boards, committees, conferences, etc.
- Assists in the preparation of presentation materials using appropriate technology/software.
- Maintains calendar/schedules; monitors change and communicates relevant information to appropriate staff inside and outside the immediate work unit.
- Performs data entry and extraction functions.
- Reviews, records, distributes and/or processes mail and other documents; follows-up on impending actions.
- Prepares mail, pouch and cargo manifests for outgoing mail and consignments and handles incoming pouches.
- Updates and maintains large distribution lists; monitors, prepares and distributes various materials, reports, where possible using electronic formats.
- Performs general administrative tasks (e.g. leave and attendance recording, arrangements for meetings and other events, reservations, budget follow-up, etc.), to include preparing and/or processing administrative requests/documents (e.g. local procurement, travel requests, contracts, expenditure authorizations, etc.).
- Initiates requests for visas, resident ID cards and shipment of personal effects respectively for staff members
- Supports with travel management services as and when required.
- Property management and physical inventories through Umoja.

- Maintains files (both paper and electronic) and databases for work unit.
- Assists in providing software and office equipment support.
- Performs other duties as assigned.

## 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 or related fields is an advantage.

## Work Experience

A minimum of three (3) years of progressively responsible experience in general office support, administrative services or related area is required, including at least 1 year of experience with international organizations, preferably in the United Nations.

## Languages

Fluency in English is a requirement; working knowledge of Arabic (read, speak and understand) is desirable

## Other Skills

Very good MS Office skills; Working knowledge of Enterprise Resource Planning (ERP) is an advantage; Working knowledge of Systems Application Products (SAP) is an advantage; A valid driver's license in Egypt is an advantage.

## Assessment Method

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

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### **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 (P.11) and then e-mail it to the following e-mail address: [untso\\_staffing@un.org](mailto: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](mailto: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.

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### **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.

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

**Applications should be addressed to:** **Chief Human Resources Officer, UNTSO**  
**Email: [untso\\_staffing@un.org](mailto:untso_staffing@un.org)**

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