

UNITED NATIONS

NATIONS UNIES

TRUCE SUPERVISION ORGANIZATION

Temporary JOB OPENING – INTERNAL/EXTERNAL

VACANCY NUMBER:	21/010
DEADLINE FOR APPLICATION:	8 July 2021
DATE OF ISSUANCE:	2 July 2021
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

Special Notice

The temporary position is intended to fill the functions for a short-term duration through 17 August 2022. 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 assignment. 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 direct supervision of Administrative Officer, the Administrative Assistant is responsible for the following functions:

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 Page 2 of 3 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.

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 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