



TRUCE SUPERVISION ORGANIZATION

TEMPORARY JOB OPENING – INTERNAL / EXTERNAL

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| VACANCY NUMBER: | 22/004 |
| DEADLINE FOR APPLICATION: | 25/02/2022 |
| DATE OF ISSUANCE: | 18/02/2022 |
| POST TITLE: | Administrative Assistant (Human Resources) |
| POST LEVEL: | G-5 |
| POST NUMBERS: | 30003415 |
| SECTION: | Human Resources Section |
| DUTY STATION: | Jerusalem |

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 from 1 April 2022 till 23 September 2022, 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 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 the Chief Human Resources Officer, the incumbent will be responsible but not limited to the following duties:

General Administration

- 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 for Chief of Section; 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 takes minutes of meetings and distributes as necessary;
- maintains 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 arranging and scheduling of various section activities , (e.g. section meetings; retreats; etc.).
- Orders stationary and supplies as and when required and ensures that the photocopier, and printers are always stocked with paper;
- Assists with the administration of International Uniformed Personnel when and as needed.

Human Resources Management:

- Performs various actions related to the administration of the work unit's human resource activities, e.g., recruitment, placement, promotion, relocation, performance appraisal, separation of staff members, training etc., consistently applying UN rules, regulations, policies and procedures.
- Provides information and advice to staff/ with respect to conditions of service, duties and responsibilities, and privileges and entitlements under the Staff Rules and Regulations;

- Performs other related administrative duties, as required.

Competencies

Professionalism: Ability to perform a broad range of administrative functions, e.g., human resources, budget/work programme, 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.

Work Experience

At least five (5) years of progressively responsible experience in administrative services, human resources, finance or related area including at least 2 years with international organizations, preferably in the United Nations.

Languages

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

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

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.

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- ***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
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.
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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 (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
