

TEMPORARY JOB OPENING ANNOUNCEMENT

G-6 **Administrative Assistant**
 TJO Grade Level¹ Functional Title

UNISDR / Post No. 520088

Department/Office/Division/ Service/Section
MANAGEMENT AND OPERATIONS
SUPPORT/ADMINISTRATION

Job Network and Job Family (See list on page 3-4)

13 August 2013
 Deadline
 (DD/MM/YYYY)

Duty Station:	Geneva	Estimated Start Date:	15 September 2013
Duration of need:	Six months	Open to External Candidates?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

DUTIES AND RESPONSIBILITIES

SUMMARY OF MAIN DUTIES
 The post is located in the Executive Office of UNISDR Geneva.

Under the direct supervision of the Programme Management Officer, the incumbent will:

1. Human Resource Management: a) Initiate, review, process and follow-up on actions related to the administration of the unit’s human resources activities, ensuring consistency in the application of UN rules and procedures. b) Respond to enquiries and provide advice and guidance to staff regarding their entitlements, administrative procedures, possesses and practices, conditions of service, duties and responsibilities, privileges and entitlements. c) Assist in the maintenance of job opening announcement files in inspira and keep track of the status of job openings and temporary vacancy announcements. Review and process personnel actions generated through Integrated Management Information System (IMIS). d) Enter and maintain administrative data such as time and attendance in electronic information systems. e) Assist in resolving issues and problems on contract extensions, entitlements, and recruitment procedures by determining appropriate action.
2. General Administration: a) Draft or prepare correspondence to respond to enquiries in respect to relevant administrative and personnel matters. b) Coordinate extensively with service units and liaise frequently with staff members both at headquarters and in the regional offices on relevant administrative duties. c) Perform other related administrative duties as required.
3. Responsible for guiding training and supervising the work of more junior General Service staff.

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COMPETENCIES

PROFESSIONALISM: Ability to perform a broad range of administrative functions e.g. human resources and operational support. Ability to apply knowledge of various UN administrative, financial and human resources rules and regulations in work situations; is conscientious and efficient in meeting commitments, observing deadline and achieving results; shows persistence when faced with difficult challenges; remains calm in stressful situations.

PLANNING & ORGANIZING: Develops clear goals that are consistent with agreed strategies. Ability to plan own work and manage conflicting priorities. Ability to identify priority activities and deliver assignments in a timely manner; allocates appropriate amount of time and resources for completing work.

TEAMWORK: Ability to establish and maintain effective working relations in a multicultural and multi ethnic environment with sensitivity and respect for diversity. Works collaboratively with colleagues to achieve organizational goals.

COMMUNICATION: Ability to speak and write clearly and effectively. Ability to draft/edit a variety of correspondence and other communications, reports etc.

For Managerial Positions:

QUALIFICATIONS

Experience: At least seven years of experience in human resources and administration. Experience with the United Nations is an asset. Experience in working with Human Resources related systems (e.g. inspira and the integrated management information system) is desirable. Work experience in Staff recruitment is an asset.

Education:

General service posts: High school diploma or equivalent certification. Must have passed the United Nations Administrative Support Assessment Test (ASAT) at Headquarters or an equivalent locally-administered test at Offices Away from Headquarters. Qualifying years of experience are calculated following the receipt of the high school or secondary school diploma.

Languages: Fluency in English and French. Knowledge of Spanish is an asset.

Other Skills:

ADDITIONAL COMMENTS

Please indicate the percentage of the working period (e.g. 30%, 70%, etc) if:

- you worked and studied at the same time,
- you worked part-time,
- you had two different jobs at the same time.

DOCUMENTS REQUIRED:

- Cover Letter**
- Personal History Profile (visit <https://inspira.un.org> to generate a PHP)**
- Proof of required academic credentials (for external applicants)**
- Employment verification letter from most recent employer (for external applicants)**
- Last two completed Performance Appraisal or two Reference Letters for external applicants**
- Other: ASAT results**

ALL SUBMISSIONS TO BE SENT TO:

Contact Name: UNISDR Vacancies

Email Address: isdr.vacancies@un.org

Copy (cc): _____

Email Address: _____

Please choose from the list of Job Networks the appropriate Job Family:

<p><u>ECONOMIC AND SOCIAL DEVELOPMENT</u></p> <ul style="list-style-type: none"> Economic Affairs Environment Affairs Population Affairs Statistics Social Sciences Public Administration Programme Management Science and Technology Drug Control and Crime Prevention 	<p><u>LEGAL</u></p> <ul style="list-style-type: none"> Jurists Legal Affairs Ombudsman
<p><u>MANAGEMENT AND OPERATIONS SUPPORT</u></p> <ul style="list-style-type: none"> Administration Audit Finance Procurement Human Resources Medical Production, Service & Transport Investment Management Management & Programme Analysis Ethics Engineering Pension Management 	<p><u>PUBLIC INFORMATION AND EXTERNAL RELATIONS</u></p> <ul style="list-style-type: none"> Public Information Protocol

Logistics	
POLITICAL, PEACE AND SECURITY Political Affairs Humanitarian Affairs Human Rights Civil Affairs Electoral Affairs Rule of Law	CONFERENCE MANAGEMENT Conference Services Language
INFORMATION SYSTEMS AND COMMUNICATION TECHNOLOGY Information Systems and Technology Information Management	SAFETY AND SECURITY Security Safety

Notes:

- A current staff member who holds a **fixed-term, permanent or continuing appointment** may apply for temporary positions no more than one level above his or her current grade. However, a current staff member who holds an appointment at the G-6 or G-7 level may also apply to temporary positions in the Professional category up to and including the P-3 level, subject to meeting all eligibility and other requirements for the position. A staff member holding a **temporary appointment** shall be regarded as an external candidate when applying for other positions, and may apply for other temporary positions at any level, subject to staff rule 4.16 (b) (ii). Therefore, a staff member holding a temporary appointment in the General Service or related categories may only apply to positions within those categories. For full information on eligibility requirements, please refer to section 5 of [ST/AI/2010/4/Rev.1](#) on Temporary Appointments. In its resolution 66/234, the General Assembly further “*stressed that the Secretary-General should not recur to the practice of temporarily filling posts in the Professional and higher categories with General Service staff members who have not passed the General Service to Professional category examination other than on an exceptional basis, and requests the Secretary-General to ensure that temporary occupation of such posts by the General Service staff shall not exceed a period of one year, effective 1 January 2013...*” Consequently, eligible candidates in the General Service or related categories for temporary job openings in the Professional category that have not passed the competitive examination may be selected only on an exceptional basis endorsed by the Office of Human Resources Management where no other suitable candidate could be identified.
- Subject to the funding source of the position, this temporary job opening may be limited to candidates based in Geneva.
- While this temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post. An external candidate selected for this position is bound by the prevailing condition of the staff selection system under [ST/AI/2010/3](#), as amended, and ST/AI/2010/4/Rev.1. A staff member holding a temporary appointment who is recruited in the Professional and above categories on a temporary appointment, and placed on a position authorized for one year or longer may not apply for or be reappointed to his/her current position within six months of the end of his/her current service. This provision does not apply to staff members holding temporary appointments and placed on positions authorized for one year or more in duty stations authorized for peacekeeping operations or special political missions.
- The expression “Internal candidates”, shall mean staff members who have been recruited after a competitive examination under staff rule 4.16 or after the advice of a central review body under staff rule 4.15.
- Please note that 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, competency 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.

- For information on special post allowance, please refer to ST/AI/1999/17. For more details on the administration of temporary appointments please refer to ST/AI/2010/4/Rev.1.
- The Staff Regulations, Staff Rules and administrative issuances governing staff appointments can be viewed at: http://www.un.org/hr_handbook/English