
JOB POSTING DETAILS

Posting Title:	Administrative Assistant, G-5
Job Code Title:	Administrative Assistant
Job Opening Number:	UNMHA-2023-TJO-009
Department/Office:	United Nations Mission to Support the Hudaydah Agreement (UNMHA)
Location:	Amman
Type of Contract:	Temporary Appointment
Duration of Contract:	Six months
Posting period:	9-21 May 2023

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

Special Notice:

This position is being advertised for advance planning purposes pending formal approval of the relevant funding and staffing structures for a duration of 6 months. An appointment may be terminated, or post level adjusted in accordance with the Staff Rules for such reasons as abolition of post or reduction of staff or committee funding approvals, for example in the event that the funding for the post is not approved or the mandate of the mission is not extended.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

Org. Setting and Reporting:

The position is located in the Office of the Chief of Mission Support of the United Nations Mission in Support of the Hudaydah Agreement (UNMHA). The incumbent will be based in Aden, Yemen and will report to the Administrative Officer.

Responsibilities:

Within the limits of delegated authority, the Administrative Assistant will be responsible for performing the following duties:

Human Resources Management:

- Liaises with central administration/executive services on human resources issues as may be required;
- Provides information and advice to consultants with respect to conditions of service, duties and responsibilities, and privileges and entitlements under the Staff Rules and Regulations.

Budget and Finance:

- Assists in monitoring the budget/work programme with respect to various budgets, trust funds, grant and other funds on a regular basis, and records reallocations of resources and implements the reallocations as necessary;
- May assist managers in the elaboration of resource requirements for budget submissions; Monitors budget implementation/expenditures and records reallocation of funds as necessary;
- Reviews requisitions for goods and services to confirm (a) that correct objects code of expenditure have been charged, and (b) availability of funds; Monitors extra-budgetary resources, in line with agreements and cost plans with special attention given to regulations and rules and established policies and procedures;
- Assists in the preparation of budget performance submissions;
- Assists in finalization of budget performance reports with attention given to variances between approved budgets and actual expenditures.

General Administration:

- Provides guidance to mission and/or subordinate staff. May provide assistance in reviewing budget documents, 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 team members both at the mission and in outstations;
- 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).

Core Competencies:

Professionalism: Ability to perform a broad range of administrative functions, e.g., human resources, database management, etc. Ability to explore and extrapolate data retrieved from multiple sources and demonstrate capability to analyse and provide inferences; Ability to apply knowledge of various 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas 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 and 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.

Technological Awareness: Keeps abreast of available technology; Understands applicability and limitations of technology to the work of the office; Actively seeks to apply technology to appropriate tasks; Shows willingness to learn new technology.

Education:

A High School Diploma or equivalent is required.

Technical training in Finance, Budget, Human Resources Management or Administration is desirable.

Work Experience:

A minimum of five (5) years of progressively responsible experience in administration, finance, budget, accounting, audit, human resources or related area is required.

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.

Familiar with United Nations Rules, Regulations, Manuals and Policies is desirable.

Experience working at UN Agencies in this capacity is desirable.

Languages:

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English and Arabic (both oral and written) is required.

Assessment:

Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based interview.