
JOB POSTING DETAILS

Posting Title:	Staff Assistant\ Mine Action, GL-5
Job Code Title:	Staff Assistant
Opening Number:	UNMHA-2022-TJO-006
Department/Office:	UNMHA
Location:	Sana'a, Yemen
Type of Contract:	Temporary Appointment
Duration of Contract:	six months
Posting period:	29 May – 12 June 2022

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

Org. Setting and Reporting:

The position is located in the Office of the Deputy Head of Mission of the United Nations Mission in Support of the Hudaydah Agreement (UNMHA). The incumbent will be based in Sana'a, Yemen and will report to the Mine Action Adviser. Frequent travel to Al Hudaydah to support the mission will be required.

Responsibilities:

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

- Assists in the overall management of the mine action folder in the mission/department, provides substantive and administrative assistance in managing priorities and workflow of the manager and of the work unit; assists in coordinating and monitoring of multiple and diverse activities and work processes to ensure that management directives and decisions are properly carried out and products delivered in a timely manner.
- Provides assistance in compiling and analysing mine action data from a variety of sources, summarizing and presenting conclusions for review by the manager.
- Serves as a communications link between supervisor and government and mine action authorities in Sana'a and Hudaydah governorate; on behalf of supervisor, keeps others informed by conveying directives, reports, status updates and other relevant information; brings sensitive and urgent matters to the attention of the manager.
- Provides assistance in time management and scheduling on behalf of the manager with appropriate consultation as required; effectively prioritizes and resolves related conflicts and competing demands.

- Screens, verify, and prioritizes all incoming correspondence; compiles relevant background documents and references; identifies issues requiring the manager's attention and refers others to the relevant officer for appropriate disposition; monitors and follows-up on actions to be taken.
- Research, compiles, and summarizes background materials for use in preparation of reports, briefs, speeches, etc; scan reports from specialized agencies, as well as newspapers, magazine, periodicals and other information sources to identify articles of interest to the manager.
- Independently handles a wide range of complex information requests and inquiries (e.g. answer requests requiring file or other research); responds, or drafts responses, to a diverse range of correspondence and other communications.
- Provides assistance to the manager in preparing presentations to intergovernmental bodies and other meetings, researching issues, preparing briefing notes, slides and subject files, gathering relevant documentation, etc.
- Provides assistance in improving administrative procedures and systems to ensure smooth functioning of the department, including filing (paper and electronic) systems.
- Organizes official receptions, meetings, etc., handling all necessary arrangements (e.g. room reservations, guest/participant lists, invitations, catering, seating arrangements, background documentation, special equipment, etc.).
- Prepares, processes, and classifies confidential information.
- Handles a wide range of administrative duties/processes (e.g. leave and attendance records, timesheets, travel arrangements, visa applications, expense statements, telecommunications charges, equipment purchase, service and supply requisitions, conference room bookings, etc.).
- Translates documents from English to Arabic and Arabic to English; proofreads and edits texts for adherence for technical mine action phrases, format, grammar, punctuation, and style.
- Uses standard word processing package to produce a wide variety of large, complex documents and reports in English and/or Arabic.
- Manages, updates, and further develops internal databases; updates website; generates a variety of standard and non-standard statistical and other reports from various databases.
- Performs other duties as assigned within the office of the Deputy Head of Mission.

Core Competencies:

Professionalism: 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.

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 the audience; Demonstrates openness in sharing information and keeping people informed.

Client Orientation: Considers all those to whom services are provided to be "clients " and seeks to see things from clients' point of view; Establishes and maintains productive

partnerships with clients by gaining their trust and respect; Identifies clients' needs and matches them to appropriate solutions; Monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; Keeps clients informed of progress or setbacks in projects; Meets timeline for delivery of products or services to client.

Education:

A High School Diploma or equivalent is required. Training in communication, community work, project monitoring, logistical, administrative issues is desirable. Training and/or courses in humanitarian mine action is desirable.

Work Experience:

Five (5) years of related work experience in providing support work for protection of civilians, disarmament, conflict resolution or peace building and/or humanitarian related work with NGOs, civil society organizations, etc.

Working experience within humanitarian mine action is desirable.

Working experience with government/military institutions is desirable.

Working experience in Arabic/English translations 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.