

Posting Title:	Administrative Assistant, G6
Department/Office:	Department of Public Information
Location:	BRAZZAVILLE
Posting Period:	28 July - 28 August 2015
Job Opening Number:	UNIC-2015-007
Contract:	Fixed-Term
Duration:	One year, with the possibility of an extension

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

Special Notices

This post is open only to nationals of the Republic of Congo or candidates with a valid travel and employment authorisation documents issued by the relevant authorities in the Republic of Congo. The United Nations shall NOT be responsible for providing assistance to applicants in procuring these required travel and/or employment authorisation documents.

Appointment against this post is on a LOCAL basis, with NO entitlement to travel or any other international benefits. Should there be a need for examination, the candidate will be responsible for any travel expenses incurred. Staff members are subject to the authority of the Secretary-General and to assignment by him or her. External candidates will be graded in accordance with the current recruitment guidelines. This means that external candidates may be recruited at a lower level than that of the advertised level of the post.

Organizational Setting and Reporting

This position is located in the United Nations Information Centre in Brazzaville (UNIC Brazzaville), within the Information Centres Service (ICS), Strategic Communications Division, Department of Public Information. The UNIC Brazzaville is the principal source of information about the United Nations system in the Republic of Congo. The information centre is responsible for promoting public understanding and support for the aims and activities of the United Nations by disseminating UN information materials to a local audience in English and French; engaging local and regional partners; and, overall, bringing the United Nations closer to the people it serves. The incumbent is under the direct supervision of the National Information Officer (NIO) in UNIC Brazzaville and the overall supervision of an Administrative Officer at the ICS in New York.

Responsibilities

Within delegated authority, the incumbent is responsible for the following duties:

- Assists supervisors in the preparation of Administrative Reports to the Centres Operations Section by taking action where indicated and drafting replies to Administrative Report items whenever possible; prepares or assists with regular and special reports on administrative matters;
- Maintains personnel information, including attendance record cards; maintains local files in digital and/or hard copy format, ensuring adherence to the approved records management rules and regulations; maintains the required financial records and prepares Monthly Performance Reports, Summary Statement of Transactions, etc.
- Assists supervisors in the review of sub-allotments and the preparation of the Centre's budget estimates for the following year and/or biennium
- Transmits invoices and other documents to relevant local focal points and/or offices for processing; forwards payment cheques prepared by relevant local focal points and/or offices to recipients against signatures
- Processes incoming correspondence and material, and prepares and types routine correspondence on administrative matters; handles correspondence related to the administrative, finance and/or budget activities of UNIC Brazzaville
- Maintains non-expandable property records and prepares periodic inventories as required; also ensures that adequate non-expandable supplies are on hand and prepares requisition where necessary; assists in supervising new junior staff members, consultants, interns, etc.
- Handles customs formalities in respect of consignments received from and/or sent abroad
- Performs other relevant duties as required, including serving as alternate to the Secretary.

Competencies

- **PROFESSIONALISM:** Ability to perform a broad range of administrative functions, e.g. budget work programme, human resources management, personnel database management, etc. Ability to identify and resolve data discrepancies and operational problems. Ability to apply knowledge of various administrative, financial and human resources rules and regulations in work situations, particularly in the context of an office of the United Nations common system or a comparable international organization. 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. Understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology. 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 & 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 honours 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

A high school diploma or equivalent is required. Passing the United Nations Administrative Support Assessment Test (ASAT) or the Global General Service Test (GGST) at Headquarters or an equivalent, locally administered test at Offices Away from Headquarters is desirable.

Work Experience

A minimum of seven years of experience in administrative services, finance, accounting, audit, human resources or related area is required. Experience working in Microsoft Word and Microsoft Excel is required. Experience in providing administrative support to an office of the United Nations common system or a comparable international organization is desirable. Experience working with on-line Enterprise Resource Planning (ERP) systems such as IMIS, Umoja, Atlas, SAP, or comparable platforms is desirable. Experience with IPSAS or comparable accounting standards, as well as the result-based budgeting concept is desirable. Experience working with on-line talent management and/or performance management systems such as Inspira, e-Recruit or comparable systems is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English and French is required. Knowledge of other languages spoken in the Republic of Congo is desirable. Knowledge of other official United Nations languages is an advantage.

Assessment Method

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

United Nations Considerations

Applications are screened according to the published evaluation criteria of the job opening on the basis of the information provided by applicants. Applications cannot be amended following

submission and incomplete applications shall not be considered. The selected candidate will be subject to a reference checking process to verify the information provided in the application.

Applicants are urged to follow carefully all instructions available as explained in the documents linked from the “How to Apply” section below.

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment. 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.

No Fee

The United Nations does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, or training). The United Nations does not concern itself with information on applicants' bank accounts.

How to Apply

Application instructions are available at the following URL:

<http://sites.unicnetwork.org/careers/how-to-apply/>

Failure to **exactly** follow these instructions shall result in an automatic disqualification of the applicant.