

## SENIOR STAFF ASSISTANT, G-6

Department/ Office : ISDR SECRETARIAT

Location : GENEVA

Posting Period : 9 September 2011 - 9 October 2011

Job Opening number : 11-ADM-OCHA ISDR SECRETARIAT-20703-R-GENEVA (O)

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

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#### Org. Setting and Reporting

This post is located in the Office of the Special Representative of the Secretary-General (SRSG) for Disaster Risk Reduction and the incumbent reports to the Adviser to the SRSG.

#### Responsibilities

Under the direct supervision of the Adviser to the SRSG for Disaster Risk Reduction, the incumbent will:

- Assist in the overall administration of the office, i.e. provides substantive and administrative support in managing priorities and work flow of the manager and of the work unit; coordinate and monitor 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.
- Handle a wide range of administrative duties and 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.).
- Take full responsibility for time management and scheduling of the SRSG agenda, on behalf of the supervisor, with appropriate consultation as required; effectively prioritize and resolve related conflicts and competing demands.
- Undertake representational duties on behalf of the SRSG Office, to include serving as first point of contact and liaison with senior officials internally and externally.
- Serve as a communications link between the SRSG Office and senior staff; keeps others informed by conveying directives, reports, status updates and other relevant information; bring sensitive and urgent matters to the attention of the supervisor.
- Establish or improve administrative procedures and systems to ensure smooth functioning of the office, including filing (paper and electronic) systems.
- Oversee work of office support staff; establish priorities and deadlines, assign work and review outputs upon completion; train office support staff in administrative, protocol and other relevant procedures
- Organize official receptions, meetings, etc., handling all necessary arrangements (e.g. room reservations, guest/participant lists, invitations, catering, seating arrangements, background documentation, special equipment, etc.).
- Screen and prioritize all incoming correspondence; compile relevant background documents and references; identify issues requiring the SRSG Office attention and refer others to relevant officer for appropriate disposition; monitors and follows-up on actions to be taken.
- Prepare process and classify confidential information.

Exercise quality control functions for all outgoing documents; proofread and edit texts for adherence for format, grammar, punctuation and style.

- Use standard word processing package to produce a wide variety of large, complex documents and reports.
- Independently handle a wide range of complex information requests and inquiries (e.g. answer requests requiring file or other research); respond, or draft responses, to a diverse range of correspondence and other communications.
- Compile and analyze basic data from a variety of sources, summarizing and presenting conclusions for review by the supervisor.
- Research, compile and summarize 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 Office.
- Perform other duties as assigned by the supervisor.

#### Competencies

- **PROFESSIONALISM:** Knowledge of general office and administrative support including administrative policies, processes and procedures. 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.
- **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 audience; demonstrates openness in sharing information and keeping people informed.

- **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.

- **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**

High school diploma or equivalent. Must have passed the United Nations Administrative Support Assessment Test (ASAT).

### **Work Experience**

At least eight years of experience in administration, general office support or related area. Experience in working in a office of a high-ranking official is required. Experience in working in offices of the UN Secretariat or overseas offices of the UN at large is preferred.

### **Languages**

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

### **Assessment Method**

Competency -based interview and an essay exercise.

### **Special Notice**

Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

Appointment against this post is on a local basis and is open only to those who have been successful in the relevant entry level examination given by the duty station identified above.

This post is funded from the extra-budgetary resources. Extension of the appointment is subject to availability of the funds.

### **United Nations Considerations**

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.

### **No Fee**

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 BANK ACCOUNTS.