

Posting Title : ADMINISTRATIVE ASSISTANT, G7
Job Code Title : ADMINISTRATIVE ASSISTANT
Department/ Office : United Nations International Strategy for Disaster Reduction Secretariat
Location : GENEVA
Posting Period : 22 December 2014-21 January 2015
Job Opening number : 14-ADM-UNISDR-39468-R-GENEVA (X)

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

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. Recruitment for this position is done on a local basis, whether or not the candidate is a resident of the duty station. Passing the Administrative Assessment Support Test (ASAT) at Headquarters, ECA, ESCWA, UNOG, UNOV, ICTR, or ICTY or the Global General Service Test (GGST) is a prerequisite for recruitment consideration in the General Service category in the United Nations Secretariat.

Org .Setting And Reporting

Created in December 1999, the United Nations Office for Disaster Risk Reduction (UNISDR) is the designated focal point in the United Nations system for the coordination of disaster reduction and to ensure synergies among the disaster reduction activities of the United Nations and regional organizations and activities in socio-economic and humanitarian fields. Led by the United Nations Special Representative of the Secretary-General for Disaster Risk Reduction, UNISDR has over 100 staff located in its headquarters in Geneva, Switzerland, and 5 regional offices and other field presences. Specifically, UNISDR coordinates international efforts in disaster risk reduction, and guides, monitors and reports on the progress of the implementation of the Hyogo Framework for Action; campaigns to create global awareness of disaster risk reduction benefits and empower people to reduce their vulnerability to hazards; advocates for greater investments in disaster risk reduction to protect people's lives and assets, and for increased and informed participation of men and women in reducing disaster risk; and informs and connects people by providing practical services and tools such as PreventionWeb, publications on good practices, and by leading the preparation of the Global Assessment Report on Disaster Risk Reduction and the Organisation of the Global Platform for Disaster Risk Reduction. This position is located in the Executive Office, UNISDR Geneva and the incumbent reports to the Chief of the Executive Office Office.

Responsibilities

Human Resources Management:• Takes action in Inspira with regard to the recruitment of UNISDR staff and guides hiring managers (HM) on the building of job openings (Jos) and liaises as necessary with UNOG counterparts on publication and any related matters; assists and guides HMs on evaluation and screening of eligible applications. • Oversees the maintenance of vacancy announcement files and tracking status of vacancy announcements keeping UNISDR management and the HMs informed. • Coordinates various actions related to the administration of the unit's human resource activities, e.g., recruitment, placement, promotion, relocation, performance appraisal, job classification reviews, separation of staff members, training etc., ensuring consistency in the application of UN rules and procedures. Liaises with central administration/executive services as required. • Reviews and processes personnel actions through IMIS. • Advises staff on visa matters. • Provides advice and answers general queries on classification procedures and processes. • Provides information and advice to staff/consultants with respect to conditions of service, duties and responsibilities, and privileges and entitlements under the Staff Rules and Regulations. • Monitors IMIS staffing tables for a variety of human resource activities, e.g., appointments, retirement, expiration of appointments, reassignments, transfer and movement of staff. **General Administration:**• Provides guidance and assistance to UNISDR management, including offices away from Headquarters on all HR related matters and liaises with service providers to UNISDR on HR related matters (UNDP, UNOPS, UNESCAP). • Provides guidance, training and daily supervision to other general service staff in the area of responsibility. • Provides assistance in drafting of host country agreements, budget agreements, or contributions for grants or other activities as appropriate. • Identifies and resolves diverse issues/problems as they arise, and determines appropriate actions. • Coordinates extensively with service units and liaises frequently with internal team members both at Headquarters and in the field. • Performs other related administrative duties, as required (e.g., operational travel programme, monitoring accounts and payment to vendors and individual contractors for services, physical space planning and the identification of office technology needs and maintenance of equipment, software and systems, organize and coordinate seminars, conferences and translations). **Contract Administration:**• Assists with day-to-day administration of contracts between the UN and external contractors for outsourced services. • Audits the contractors' invoices against the goods and services provided by the contractor and approved by the UN. • Processes the payment of contractors' invoices and monitor payments. • Prepares and processes all UN forms and permissions for contractual and work Unit, Section or Service UN staff, including: UN grounds passes, property passes, UN parking permits, swipe-card access and door keys. Work implies frequent interaction with the following: Human resources and administrative officers and staff in Headquarters and missions. Staff at large Staff within work unit External candidates.

Competencies

Core Competencies: **PROFESSIONALISM:** - Knowledge and understanding of theories, concepts and approaches relevant to disaster risk reduction, climate change adaptation and other risk management topics. - Ability to identify issues, analyze and participate in the

resolution of issues/problems. - Ability to conduct data collection using various methods. - Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with various research sources, including electronic sources on the internet, intranet and other databases. - Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. - 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 & 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.

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.

Work Experience

A minimum of ten years of experience in in human resources management, administrative services or related area, of which preferably two within the United Nations. An experience with Inspira recruitment processes would be an advantage. Experience in the use of various research sources, including electronic sources on the internet, intranet and other databases would be a strong asset.

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 desirable. Knowledge of another official United Nations language is an advantage.

Assessment Method

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

United Nations Considerations

Job openings posted on the Careers Portal are taken off at midnight (New York time) on the deadline date. Applications are automatically pre-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 in the online recruitment platform, Inspira. For more detailed guidance, applicants may refer to the At-a-Glance on "The Application Process" and the Instructional Manual for the Applicants, which can be accessed by clicking on "Manuals" on the upper right side of the browser on Inspira. 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.