

## TEMPORARY JOB OPENING ANNOUNCEMENT

<b>G-3</b>	<b>Team Assistant</b>
TJO Grade Level <sup>1</sup>	Functional Title
<b>UNISDR/IMIS: 525898</b>	
Department/Office/Division/ Service/Section	
<b>Management and Operations Support / Management and Programme Analysis</b>	
Job Network and Job Family (See list on page 3-4)	
<b>22/02/2015</b>	
Deadline (DD/MM/YYYY)	

Duty Station:	<b>Geneva</b>	Estimated Start Date:	<b>asap</b>
Duration of need:	<b>364 days</b>	Open to External Candidates?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

### ***DUTIES AND RESPONSIBILITIES***

**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 (SRSG/ASG), 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 empowers 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.

The position is located in the Conference Services Unit of the Executive Office of UNISDR, Geneva. The Team Assistant will report to the Head of the Conferences Services Unit. Within delegated authority, the Team Assistant will be responsible for the following duties:

**SUMMARY OF MAIN DUTIES**

Under the direct supervision of the Head of the Conferences Services Unit the incumbent:

- Provides general office support services to help ensure the smooth functioning of an organizational unit.
- Uses standard word processing package to produce a variety of routine correspondence, reports, tables, charts, graphs, etc., in accordance with institutional standards.
- Proofreads written products for completeness and grammatical and typographical accuracy.
- Maintains calendar/schedules; arranges teleconferences and WebEx; monitors changes and communicates relevant information to appropriate staff inside and outside the immediate work unit.
- Reviews, records, routes and/or processes mail or other documents; gathers pertinent background material; tracks and monitors follow-up action as required.

<sup>1</sup>

- Receives phone call and visitors, and responds to routine inquiries and information requests, including drafting routine written responses, or routes to appropriate personnel for handling as required.
- Maintains files (both paper and electronic) and databases for work unit.
- Updates and maintains large distribution lists; assemble documents, reports and other materials for global dissemination, where possible using electronic formats; coordinates courier services.
- Performs room management during conferences and meetings; checks availability of conference material and other logistic details prior to start of meetings
- Delivers documents, texts of speeches and background material to the podium, language staff, and participants in the meeting room;
- Performs a variety of administrative duties (e.g. leave recording, meeting organization, reservations, office supply and equipment orders, etc.), including preparing and/or processing administrative requests/documents (e.g. travel requests, expense claims, vouchers, visa applications, hospitality requests, etc.).
- Photocopies a variety of documents and other materials.
- Operates and maintains a variety of office equipment in the performance of basic office functions, e.g. photocopier, facsimile, printer, scanner, etc.
- Delivers urgent mail/messages.
- Performs other duties as assigned.

## *QUALIFICATIONS*

### **Core 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.

**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.

**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.

**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**

At least two (2) years of experience in administration, of which 1 preferably within the United Nations. Experience in servicing meetings and conferences, as well as processing travel requests and claims 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 is required. Knowledge of another official United Nations language is an desirable.

**Recruitment for this position is done on a local basis.**

Passing the United Nations Administrative Assessment Support Test (ASAT) or the Global General Service Test (GGST) in English or French at Headquarters, ECA, ESCWA, UNOG, UNOV, ICTR, or ICTY is a prerequisite for recruitment consideration in the General Service category in the United Nations Secretariat.

A convocation will be sent by email only to candidates who meet the requirements.

***ADDITIONAL COMMENTS***

Please indicate the percentage of the working period (e.g. 30%, 70%, etc) if:

- you worked and studied at the same time,
- you worked part-time,
- you had two different jobs at the same time.

**DOCUMENTS REQUIRED:**

- Cover Letter
- Personal History Profile (visit <https://inspira.un.org> to generate a PHP)
- Proof of required academic credentials (for external applicants)
- Employment verification letter from most recent employer (for external applicants)
- Last two completed Performance Appraisal or two Reference Letters for external applicants
- Other: ASAT results

**ALL SUBMISSIONS TO BE SENT TO:**

Contact Name: James O'Donnell

Email Address: odonnellj@un.org

Copy (cc): Ms. Li Li

Email Address: lil@un.org

**Please choose from the list of Job Networks the appropriate Job Family:**

<p><b><u>ECONOMIC AND SOCIAL DEVELOPMENT</u></b></p> <p>Economic Affairs          Environment Affairs          Population Affairs          Statistics          Social Sciences          Public Administration          Programme Management          Science and Technology          Drug Control and Crime Prevention</p>	<p><b><u>LEGAL</u></b></p> <p>Jurists          Legal Affairs          Ombudsman</p>
<p><b><u>MANAGEMENT AND OPERATIONS SUPPORT</u></b></p> <p>Administration          Audit          Finance          Procurement          Human Resources          Medical          Production, Service &amp; Transport          Investment Management          Management &amp; Programme Analysis          Ethics          Engineering          Pension Management          Logistics</p>	<p><b><u>PUBLIC INFORMATION AND EXTERNAL RELATIONS</u></b></p> <p>Public Information          Protocol</p>
<p><b><u>POLITICAL, PEACE AND SECURITY</u></b></p> <p>Political Affairs          Humanitarian Affairs          Human Rights          Civil Affairs          Electoral Affairs          Rule of Law</p>	<p><b><u>CONFERENCE MANAGEMENT</u></b></p> <p>Conference Services          Language</p>
<p><b><u>INFORMATION SYSTEMS AND COMMUNICATION TECHNOLOGY</u></b></p> <p>Information Systems and Technology          Information Management</p>	<p><b><u>SAFETY AND SECURITY</u></b></p> <p>Security          Safety</p>

**Notes:**

- A current staff member who holds a **fixed-term, permanent or continuing appointment** may apply for temporary positions no more than one level above his or her current grade. However, a current staff member who holds an appointment at the G-6 or G-7 level may also apply to temporary positions in the Professional category up to and including the P-3 level, subject to meeting all eligibility and other requirements for the position. A staff member holding a **temporary appointment** shall be regarded as an external candidate when applying for other positions, and may apply for other temporary positions at any level, subject to staff rule 4.16 (b) (ii). Therefore, a staff member holding a temporary appointment in the

General Service or related categories may only apply to positions within those categories. For full information on eligibility requirements, please refer to section 5 of [ST/AI/2010/4/Rev.1](#) on Temporary Appointments. In its resolution 66/234, the General Assembly further “*stressed that the Secretary-General should not recur to the practice of temporarily filling posts in the Professional and higher categories with General Service staff members who have not passed the General Service to Professional category examination other than on an exceptional basis, and requests the Secretary-General to ensure that temporary occupation of such posts by the General Service staff shall not exceed a period of one year, effective 1 January 2013...*” Consequently, eligible candidates in the General Service or related categories for temporary job openings in the Professional category that have not passed the competitive examination may be selected only on an exceptional basis endorsed by the Office of Human Resources Management where no other suitable candidate could be identified.

- Subject to the funding source of the position, this temporary job opening may be limited to candidates based in Geneva.
- While this temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post. An external candidate selected for this position is bound by the prevailing condition of the staff selection system under [ST/AI/2010/3](#), as amended, and ST/AI/2010/4/Rev.1. A staff member holding a temporary appointment who is recruited in the Professional and above categories on a temporary appointment, and placed on a position authorized for one year or longer may not apply for or be reappointed to his/her current position within six months of the end of his/her current service. This provision does not apply to staff members holding temporary appointments and placed on positions authorized for one year or more in duty stations authorized for peacekeeping operations or special political missions.
- The expression “Internal candidates”, shall mean staff members who have been recruited after a competitive examination under staff rule 4.16 or after the advice of a central review body under staff rule 4.15.
- Please note that 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, competency 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.
- For information on special post allowance, please refer to ST/AI/1999/17. For more details on the administration of temporary appointments please refer to ST/AI/2010/4/Rev.1.
- The Staff Regulations, Staff Rules and administrative issuances governing staff appointments can be viewed at: [http://www.un.org/hr\\_handbook/English](http://www.un.org/hr_handbook/English)