



**VACANCY ANNOUNCEMENT
GENERAL SERVICES CATEGORY**

<u>Vacancy Announcement Number</u>	15/GS/INT&EXT/06
<u>Post Number</u>	525897
<u>Functional Title and Grade</u>	Administrative Clerk, G-4
<u>Department/Service</u>	United Nations International Strategy for Disaster Reduction (UNISDR), Geneva, Switzerland.
<u>Deadline for Applications</u>	20 May 2015

Recruitment for this position is done on a local basis.

Passing the United Nations Administrative Assessment Support Test (ASAT) or the Global General Services Test (GGST) 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.

Vacancies at G1-G4 levels are open to both internal and external candidates, including staff members on temporary appointments. However, priority consideration will be given to serving staff members holding fixed-term, continuing or permanent appointments followed by those holding temporary appointments. New external candidates will only be considered when a serving staff member holding a Fixed-Term or Temporary Appointment at the time of application cannot be identified. New external candidates, if selected, will be granted a temporary appointment for 364 days.

A convocation will be sent by email only to candidates who meet the requirements. Qualifying years of experience are calculated following the date of receipt of a high-school diploma or the equivalent certification. Please indicate the percentage of the working period for all jobs. This post is subject to the availability of funding.

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

Candidates will be expected to move periodically to new functions throughout their careers and are subject to the assignment by the Secretary-General to any of the activities or offices of the United Nations.

SUMMARY OF MAIN DUTIES

The position is located in the Executive Office of UNISDR, Geneva. The Administrative Clerk will report to the Chief of Office. Within delegated authority, the Administrative Clerk will be responsible for the following duties:

- Establishes pre-encumbrances and miscellaneous obligation documents to cover financial commitment of projects, ensuring correct object codes of expenditure, proper supporting documentation and availability of funds. Prepares financial cables authorizing United Nations Development Programme (UNDP) and other partner agencies to incur expenditures on behalf of UNISDR and reviews related Inter-Office Voucher (IOV) reports. Prepares requests for payment of bills to external agencies, remittances to agencies and companies for services provided to projects.
- Compiles data and reports for International Public Sector Accounting Standards (IPSAS) data collection and analysis exercises. Compiles data and reports needed for the in-house Enterprise Resource Planning (ERP) E-management tool and Umoja, including data cleansing.
- Support in the processing of consultant and individual contractor contracts.
- Generates a variety of standard statistical and other reports, research on a range of administrative related issues, work orders and other related administrative reports.
- Support to general administrative services.
- Maintains up-to-date work unit files including files of a confidential nature (both paper and electronic)
- Assists in the filling of posts by providing logistical support in the assessment process, including contacting applicants and following-up on participation.
- Provides logistics and administrative support for staff development and career support training.
- Support to learning and development initiatives.
- Performs general administrative tasks to include preparing and/or processing administrative requests /documents (e.g requisitions, purchase orders, travel requests/claims, expenditure authorizations, donor contribution pledges, processing of grants, visa applications, etc)
- Timely processing of general administrative requests.
- Provides general office support services; drafts a variety of correspondence and other communications.
- Undertakes research on a range of administrative related issues and assists in the preparation of reports.
- Assist in data collection.

- Assists in other related administrative duties as maybe required by the unit and resource management service; support and backstop other team assistants in the unit in their absence.

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 in administrative matters; 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.

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.

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.

QUALIFICATIONS AND EXPERIENCE

Education: High school diploma or equivalent.

Experience: At least three (3) years of working experience in administration is required, of which preferably 2 within the United Nations. Experience in establishing pre-encumbrance and obligating documents in IMIS or any equivalent system, reviewing IOVs and raising pledges for voluntary contributions is desirable.

Language: English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English is required. Knowledge of French is desirable. Knowledge of another official United Nations language is an advantage.

Evaluation method: A written assessment may be conducted, which will be followed by a competency based interview.

HOW TO APPLY: UN staff members with regular appointments are requested to apply online on the UN Intranet: "UNOG Vacancies", and send their last Performance Appraisal (PAS) to the Secretariat of the Central Review Bodies, room 243.

External candidates are requested to complete the "Personal History Form" (PHP) (available on the Internet from <https://inspira.un.org> (register now) and submit it, **mentioning the vacancy announcement number**, to the Secretariat of the Central Review Panel, Human Resources Management Service, room 243, 8-14, avenue de la Paix, 1211 Geneva 10 or at G4Vacancies@unog.ch. Applications received after the deadline will not be accepted.

Due to the high volume of applications, no letters of acknowledgment will be sent. Only candidates under serious consideration will be contacted. Only the selected candidate will be notified of the result of the competition.

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 IS A NON-SMOKING ENVIRONMENT

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