



**VACANCY ANNOUNCEMENT
GENERAL SERVICES CATEGORY**

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| <u>Vacancy Announcement Number</u> | 15/GS/INT&EXT/07 |
| <u>Post Number</u> | 525898 |
| <u>Functional Title and Grade</u> | Team Assistant, G-3 |
| <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

This post is located in the Conference Services Unit of the Executive Office of UNISDR

Under the supervision of the Chief of the Conference Services Unit, the incumbent will be responsible for the following duties

- 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.
- 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.
- Checks accuracy of simple calculations, codings, data, etc.
- 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, payment requests, raising requisitions, 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.

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 two (2) years of working experience in general office support or related area is required. Experience in servicing meetings/conferences is desirable. Experience within the United Nations is desirable.

Language: English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English is required.

Evaluation method: 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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