



Job Opening Reference: RSCE/JO/003/10-2018

Issuance Date: 20 October 2018

Deadline Date: 03 November 2018

Type of contract: Fixed Term Appointment

Department: RSCE

Scheduled date for taking up appointment: ASAP

Title: Team Assistant	Grade: GS-4	Duty Station: Entebbe, Uganda
<u>PLEASE NOTE THAT THIS IS A LOCALLY-RECRUITED POSITION, RESTRICTED TO UGANDAN NATIONALS AND/OR LEGAL RESIDENTS OF UGANDA</u>		
Women are strongly encouraged to apply		

- Qualified female candidates will be given priority for selection (DPKO Under-Secretary General's Policy Statement on Gender Mainstreaming).

Organizational Setting and Reporting Relationship.

This position is located in the Office of the Chief of the Regional Service Centre Entebbe (RSCE).

The Team Assistant at this level reports to the Administrative Officer.

1. Main Duties and Responsibilities:

The Team Assistant will perform a wide range of office support and administrative functions. Within delegated authority, the Team Assistant will perform the following duties:

- Performs data entry functions and drafts responses to routine correspondence and other communications as directed, using standard software document processing packages.
- Assists in researching, compiling and organizing information and reference materials from various sources for reports, work plans, studies, briefings, meetings/conferences, etc.
- Assists in the generation of a variety of reports, work orders, etc., using various databases.
- Screens phone calls and visitors; responds to routine information requests and inquiries (e.g. answers requests requiring file search, etc.), and as necessary, refers inquiries to appropriate personnel for handling.
- Provides secretarial, administrative and logistics support to meetings, boards, committees, conferences, etc. (These include reservations for events, travel arrangements, requisitions, travel requests, visa applications, etc.)
- Maintains calendar/schedules; monitors change and communicates relevant information to appropriate staff inside and outside the immediate work of the service lines
- Reviews, records, distributes and/or processes mail and other documents; follows-up on impending actions.
- Maintains files (both paper and electronic) and databases for Front Office of the Chief RSCE.
- Operates and maintains a variety of office equipment in the performance of basic office functions, e.g. photocopier, facsimile, printer, scanner, etc.
- Performs digitization functions, including scanning, creating digital objects and postings to designated repositories.
- Provides document delivery services as required. Collects and delivers mail, documents, and other items.

- Provides transportation duties as assigned, such as driving delegations and VIPs, assistance to non-RSCE entities if approved by administration and tasked through the Office of the Chief RSCE, while ensuring that passengers and cargo are entitled and authorized under UN rules and regulations to travel in the UN vehicle
- Driving in a professional and safe manner any vehicle he/she operates adhering to UN rules and regulations governing the use of vehicles and applying defensive driving techniques.
- Promptly report any damage resulting from an incident or accident to the immediate supervisor and other relevant parties within 24 hours and following the established procedures.
- Ensure that the vehicle's maintenance schedule is adhered to and that vehicle is in proper operation condition. Report immediately any mechanical malfunction in the vehicle to the workshop.
- Ensure that the vehicle is kept in a clean safe condition by daily cleaning of the interior and exterior of the vehicle(s) given in his/her care.
- Responsible for both the security of the UN Vehicle he operates, the passengers and its load.
- Log official trips, daily mileage, gas consumption, oil changes, greasing, etc. and provide a weekly report to the immediate Supervisor.
- Carry out the daily inspection of the UN vehicle (prior to start and after start) all oil level, water and coolant levels, etc.
- Performs other duties as assigned.

2. Competencies:

- **Professionalism:** Knowledge of administrative and transportation policies, processes and procedures generally and those related to the Front Office of a Senior Management Official. Knowledge of administrative and logistical rules and regulations and ability to research and gather information from a variety of standard sources and to apply good judgment in the context of assignments given. 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.
- **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 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.

3. Qualifications required to perform the assigned duties of the post.

Education

- High school diploma or equivalent is required. A valid national driving license including class B C, D and E (heavy trucks and buses) license is required. Technical training as Motor Vehicle Technician (National Technician Certificate or equivalent) is desirable.

Work Experience

- A minimum of four (4) years of progressively responsible experience in administrative services, finance, accounting, audit, human resources or related area is required.
- Experience with administrative services in the Front Office of a Senior Official in an international setting is required. Experience in driver training including defensive driving is required.
- Experience working in a United Nations common system field operation (inclusive of peacekeeping, political missions and UN agencies, funds and programmes) – or similar international organization or non-governmental organization - in a conflict or post-conflict setting 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 advantage.

Required documents

- Signed Personal History Profile (PHP) as generated from INSPIRA (visit <https://inspira.un.org> to generate an account and the PHP)
- Latest performance evaluation report (for internal UN Candidates)
- Copy of High School Diploma
- Copies of your highest certificate and diplomas

ADDITIONAL COMMENTS

- This position is funded for an initial period of one year and may be subject to extension. The position is OPEN TO NATIONALS OF UGANDA AND / OR LEGAL RESIDENTS OF UGANDA ONLY.
- Evaluation of qualified candidates will include an assessment exercise which may be followed by competency-based interview.
- All applicants are strongly encouraged to apply using a Personal History Profile (visit <https://inspira.un.org> to generate a PHP) as soon as possible after the job opening has been posted and well before the deadline stated in the job opening.
- **PLEASE NOTE THAT ONLY APPLICATIONS SUBMITTED TO THE EMAIL ADDRESS: rsce2-recruitment@un.org WILL BE CONSIDERED. NO HAND-DELIVERED APPLICATIONS WILL BE ACCEPTED.**
- **PLEASE ENTER THE REFERENCE OF THE JOB OPENING IN THE SUBJECT LINE OF YOUR E-MAIL.**
- All documents required **MUST** be provided at the time of submission. **Each applicant must bear in mind that submission of incomplete or inaccurate applications will render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission.**
- **PLEASE NOTE THAT ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FURTHER.**