

Posting Title : TEAM ASSISTANT (2 Positions), G4
Job Code Title : TEAM ASSISTANT
Department/ Office : Department of Operational Support
Duty Station : ENTEBBE
Posting Period : 2 July 2022 - 31 July 2022
Job Opening number : 22-ADM-DOS-185035-R-ENTEBBE (O)
Staffing Exercise : N/A

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

Org. Setting and Reporting

These positions are located within the Forward Support and Deployment Hub (FSDH) within the Office of Supply Chain Management (OSCM), Department of Operational Support (DOS).

The Department of Operational Support was established to provide operational advisory services to client entities across the Secretariat, including other departments, offices away from headquarters, field missions, and regional commissions.

The Office of Supply Chain Management includes the Office of the Assistant Secretary-General for Supply Chain Management, Logistics Division, Procurement Division, Uniformed Capabilities Support Division, Global Service Center, the Enabling and Outreach Service, Aviation Safety Section and the Umoja Coordination Service.

The Forward Support and Deployment Hub (FSDH) is located in Entebbe and is structured into three cells: the Air Support Cell, the Movement Operations and Freight Forwarding Support Cell and the Regional Deployment Stock Cell. In collaboration with entities with which it is technically and administratively aligned, the Forward Support and Deployment Hub plays a key role in implementing the strategy and vision of the Office of Supply Chain Management.

The incumbents report to a Team Lead or designated official. The posts are based in FSDH located in Entebbe, Uganda.

Responsibilities

Within delegated authority, the Team Assistant(s) will be responsible for the following duties:

- Assists the Team in a wide range of office support and administrative functions.
- Drafts responses to routine correspondence.
- Assists the Team in reviewing documents and editing texts for accuracy, grammar, punctuation and style, and for adherence to established standards formats.
- Assists in implementation of operational strategies of the team within the service line by focusing on full compliance of administrative activities with UN rules, regulations, policies and strategies and the provision of inputs to the service line's administrative business processes mapping and implementation of the internal standard operating procedures.
- Responds to moderately complex information requests and inquiries and as necessary refers inquiries to appropriate personnel for handling.
- Ensures effective and efficient functioning of the team within the service line by maintaining contact with visitors and staff, make arrangement of appointments and meeting including meeting room reservation.
- Supports the team within the service line with leave monitoring and maintaining leave and absences.
- Maintains files and records relevant to the team within the service line; maintenance of office stationery supplies and any other related tasks.
- Participates in the training for administrative staff.
- Ensures effective administrative and logistical support by assisting support services provided to all FSDH staff and staff of the client missions.

General Administration

- Perform data entry functions.
- Prepares processes and follows-up on administrative arrangements and forms related to the official travel of staff.
- Maintains files of rules, regulations, administrative instructions and other related documentation.
- Maintains up to date the team files (both paper and electronic).
- Coordinates extensively with service line and liaises frequently FSDH, RSCE and client mission staff.
- Performs other related administrative duties, as required

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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects 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.

•**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.

Job Specific Qualifications

Work Experience

A minimum of three (3) years of progressively responsible experience in administrative services, finance, accounting, audit, human resources, general office support or related area is required.

Experience using Enterprise Resource Planning (ERP) Systems such as SAP (Umoja) or equivalent is desirable.

Experience working with MS Office Suite, including Excel and word processing is desirable.

Experience in document processing and archive systems 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 French is desirable.

Assessment

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

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.

This position is subject to local recruitment pursuant to staff rule 4.4 of the United Nations Staff Rules. All staff in the General Service and related categories shall be recruited in the country or within commuting distance of each office, irrespective of their nationality and of the length of time they may have been in the country. A staff member subject to local recruitment shall not be eligible for the allowances or benefits exclusively applicable to international recruitment.

Passing the Global General Service Test (GGST) is a prerequisite for recruitment consideration in the General Services and related categories in the United Nations Secretariat. Applicants who have not passed the GGST at the time of application may be invited for the test after submitting an application. Having passed the Administrative Support Assessment Test [in English] at the United Nations headquarters, Economic Commission for Africa, Economic and Social Commission for Western Asia, United Nations Office at Geneva, United Nations Office at Vienna, International criminal tribunal for Rwanda or International Criminal Tribunal for the former Yugoslavia may be accepted in lieu of the GGST.

At the United Nations, the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity, with due regard to geographic diversity. All employment decisions are made on the basis of qualifications and organizational needs. The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places 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. The United Nations Secretariat is a non-smoking environment.

The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, *inspira*. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the *inspira* account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in *inspira* to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time)

on the deadline date.

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.