

Posting Title : Administrative Officer (Service Line Manager Travel), P4
Job Code Title : ADMINISTRATIVE OFFICER
Department/ Office : Regional Service Centre at Entebbe
Location : ENTEBBE
Posting Period : 10 August 2022-8 September 2022
Job Opening number : 22-ADM-RSCE-188145-R-ENTEBBE (R)
Staffing Exercise : N/A

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

Org. Setting and Reporting

The Department of Operational Support (DOS) was established to provide end-to-end operational support, advisory services and other solutions to operating entities across the Secretariat, including departments, offices away from headquarters, peace operations, and regional commissions.

The Regional Service Centre in Entebbe, Uganda (RSCE), was established in July 2010, following the adoption of General Assembly resolution 64/269. The Centre provides efficient, client-oriented and scalable services with the goal of moving transactional, non-location-dependent administrative functions to the Centre from its client entities. This includes transactional elements of human resources, finance, multimodal movement and control, personnel and cargo transport and information and communications technology (ICT) support. In addition to these services, the Office of the Chief RSCE and support offices through the Deputy Chief RSCE provides overall guidance on the operations of the RSCE including strategic planning, communication, budgeting, human resources management, property management, quality assurance and business intelligence, conference services, record keeping and archive management, and audit response and risk management.

For more information, please visit <https://rsce.unmissions.org>.

This position is located in the Service Delivery Section for Education Grant, Travel and Claims. The Administrative Officer in the function of Service Line Manager for Travel at this level reports to the Service Delivery Manager.

Responsibilities

Within delegated authority, and on behalf of the Service Line, the Administrative Officer (Service Line Manager) is responsible for the following duties:

- Manages the achievement of RSCE key performance indicators (KPIs) and all Service Level Agreement (SLAs) components for RSCE projects/programmes/operations related to the respective Service Line.
- Manages the development of the Service Line's annual budget development programme, particularly with respect to the establishment of major resourcing priorities, preparing cost estimates and budget proposals, related to the Service Line's resourcing requirements such as staff and non-staff requirements, including programmatic aspect; reviews, analyzes and revises data with respect to the finalization of the budget proposals as well as Result Based Budgeting inputs.
- Supervises the review and monitoring of staffing costs and expenditures in UMOJA in line with funds allotment, ensuring that funds for staffing costs are available, and where necessary alerts the Service Delivery Manager for appropriate follow up for funds to be deployed to meet any shortfall.
- Manages the efficient and effective use of budgetary resources through robust monitoring of budget utilization to the approved budget and timely provision of information to RSCE management for decision making; provides support and guidance to fund Centre/Client Missions on budget implementation and corrective actions where necessary.
- Oversees the processing of payments for goods and services received ensuring that the established procedures including availability of appropriate supporting documents for the processing of payments are adhered to.
- Provides policy guidance, financial interpretations, adaptations and corrective actions in response to audits and other queries to ensure adherence to the UN Financial Regulations and Rules, Staff Rules, Administrative Instructions, Bulletins and Circulars under the guidance of the Service Delivery Manager.
- Provides advice on the development, modification, interpretation, and implementation of and exceptions to United Nations staff regulations, rules, policies and practices on entitlements and other human resources related matters as required.
- Acts as a Certifying Officer under financial Rule 105.5 or Approving Officer under Financial Rule 105.4 in adherence with the UN Regulations and Rules.

Administration of travel activities:

- Oversees processing of all types of travel requests including official travel, entitlement travel and travel for uniformed personnel for the Center's clients.
- Manages the Service Line including coordination with all relevant stakeholders such as Finance, Human Resources and Quality Assurance.
- Manages several travel management contracts and related contract performance.
- Acts as a Certifying Officer under Rule 105.5 of Financial Regulations and Rules of the United Nations.

Staff and Management:

- Supervises the implementation of the performance management system, providing guidance

and substantive support, including recommendations on training needs, to staff on standards for the development of service, unit and individual work plans.

- Ensures full compliance with the performance appraisal system and provides input to the establishment of Management Review Committee and Joint Monitoring Committee and Rebuttal Panel and acts as their facilitator and ex-officio member.

Staff Management Relations:

- Leads, as necessary, general or specific meetings for the staff on issues such as HR aspects of mandate implementation, status of HR reforms and other organizational change initiatives etc.

Other:

- Provides substantive inputs for the development of a communication strategy with a provision of input related to their service line for RSCE dedicated intranet page on HR and Finance issues as required.

- Performs other duties as maybe assigned.

Competencies

Professionalism: Knowledge of travel guidelines and market. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

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.

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.

Managing performance: Delegates the appropriate responsibility, accountability and decision-making authority. Makes sure that roles, responsibilities and reporting lines are clear to each

staff member. Accurately judges the amount of time and resources needed to accomplish a task and matches task to skills. Monitors progress against milestones and deadlines. Regularly discusses performance and provides feedback and coaching to staff. Encourages risk-taking and supports creativity and initiative. Actively supports the development and career aspirations of staff. Appraises performance fairly.

Education

An Advanced university degree (Master's degree or equivalent) in business or public administration, accounting, finance, human resources management, social sciences, education or related field is required. A first-level university degree in combination with relevant years of experience in financial management, accounting or other related field, may be accepted in lieu of the advanced university degree.

Job Specific Qualifications

Work Experience

A minimum of seven (7) years of progressively responsible experience in cost management and budget formulation, cost control and monitoring, accounting and financial reporting, or analysis and interpretation of financial results, human resources management, administration or related area is required.

Experience in the administration of a broad range of finance-related Allowances and Payments or Benefits and Entitlements using an Enterprise Resource Planning system (ERP) is required.

Five (5) years' experience working in a United Nations peacekeeping operation, funds, and programmes or similar international organization or non-governmental organization in a conflict or post-conflict setting is desirable.

Experience in a shared service center is desirable.

Experience in hands-on travel administration is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the position(s) advertised, fluency in oral and written English is required. Knowledge of another official UN language is desirable.

Assessment

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

Special Notice

This post is funded for an initial period of one year and may be subject to extension. The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position. 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.

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.