



JOB OPENING

Job Opening Reference: OIOS/GJO/LL/001/01-2018

Issuance Date: 13 January 2018

Deadline Date: 11 February 2018

Type of contract: Fixed Term Appointment

Duration: 1 Year

Department: Office of Internal Oversight (OIOS), Internal Audit Division, Entebbe

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		

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

Org. Setting and Reporting

This position is located in the United Nations Internal Audit Division, Office of Internal Oversight (UNIAD/OIOS) at Entebbe. The incumbent at this level reports to the Auditor in Charge and the Chief of Section.

Main Duties and Responsibilities

Within delegated authority, the Team Assistant will carry out the following duties:

- Performs a wide range of office support and administrative functions.
- Provides general support to auditors in performing some audit procedures
- Responds or drafts responses to routine correspondence and other communications; uses standard word processing package to produce a wide variety of large, complex documents and reports.
- Monitors processes and schedules related the unit's outputs, products, tasks, etc.; where applicable, assists in the verification of receipt and accuracy of requisite documents, approvals, signatures, etc. to ensure compliance with relevant legal, financial and other requirements.
- Researches, compiles and organizes information and reference materials from various sources for reports, work plans, studies, briefings, meetings/conferences, etc.
- Generates a variety of standard statistical and other reports, work orders, etc., using various databases.

- Proofreads documents and edits texts for accuracy, grammar, punctuation and style, and for adherence to established standards for format.
- Screens phone calls and visitors; responds to moderately complex 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.
- Assists in the maintenance of websites by scanning, converting and posting a variety of documents onto the site.
- Assists in the preparation of presentation materials using appropriate technology/software.
- Maintains calendar/schedules; monitors changes and communicates relevant information to appropriate staff inside and outside the immediate work unit.
- Performs data entry and extraction functions.
- Reviews, records, distributes and/or processes mail and other documents; follows-up on impending actions.
- Updates and maintains large distribution lists; monitors, prepares and distributes various materials, reports, where possible using electronic formats; handles arrangement for printing and translation as necessary; coordinates shipment arrangements, courier services, etc.
- Performs general administrative tasks (e.g. leave and attendance recording, arrangements for meetings and other events, reservations, budget follow-up, etc.), to include preparing and/or processing administrative requests/documents (e.g. requisitions, purchase orders, travel requests, contracts, expenditure authorizations, visa applications, etc.).
- Maintains files (both paper and electronic) and databases for work unit.
- Assists in providing software and office equipment support.
- Provides guidance to less experienced staff on general office processes and procedures, computer applications, etc.
- Performs other duties as assigned.

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.
- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
- **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 & 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.

Qualifications

Education

- High school diploma or equivalent is required.
- A diploma qualification in administration and/or business studies is desirable

Work Experience

- At least three years' experience in audit or accounting office support or related area 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, updated Personal History Profile (visit <https://inspira.un.org> to generate a PHP)
- Latest performance evaluation report
- 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.**