

Posting Title : Associate Administrative Officer, P2
Job Code Title : ASSOCIATE ADMINISTRATIVE OFFICER
Department/ Office : Regional Service Centre at Entebbe
Location : ENTEBBE
Posting Period : 20 June 2019-26 June 2019
Job Opening number : 19-ADM-RSCE-118278-J-ENTEBBE (M)
Staffing Exercise : N/A

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

Org .Setting And Reporting

This position is located in the Regional Service Centre, Entebbe (RSCE) and the incumbent reports to the Chief RSCE. The Associate Administrative Officer is responsible for supporting the overall administration of the Executive Office of the RSCE. The incumbent prepares documentation and performs various analysis to facilitate the work of the Executive Office, and in support of the relationship between the RSCE and its client missions. The incumbent also supports the planning, coordination, tasking, monitoring and reporting on various administrative issues in the Executive Office and across the RSCE Service Lines.

Responsibilities

Within delegated authority, the Associate Administrative Officer will be responsible for the following duties:

HUMAN RESOURCES MANAGEMENT:

- Undertakes actions related to the administration of the unit's human resource activities, e.g., recruitment, placement, promotion, performance appraisal, job classification reviews, separation of staff members, training etc., ensuring consistency in the application of UN rules and procedures.
- Provides information regarding conditions of service, duties and responsibilities, and privileges and entitlements under the Staff Rules and Regulations.
- Provides information on unit's staffing needs for inclusion in RSCE's staffing table.

BUDGET AND FINANCE:

- Assists in developing the unit's work program and budget; analyses inputs and formulates resource allocations by work program, or business processes.
- Monitors budget/work program with respect to Headquarters' budget, trust funds and grants,

on a regular basis, and reallocates resources as necessary.

- Supports the implementation of procedures and systems for implementing the appropriate financial database.
- Contributes to the development of budgetary guidelines for own unit.

GENERAL ADMINISTRATION:

- Performs other related administrative duties, as required (e.g., operational travel programme, monitoring accounts and payment to vendors and individual contractors for services, physical space planning and the identification of office technology needs and maintenance of equipment, software and systems).
- Supports programmatic activities such as meetings of the RSCE's governance bodies (for example the RSCE Steering Committee)
- Coordinates with stakeholders in the Department of Operational Support as well as other entities on various strategic issues affecting the Centre as directed by the Chief, RSCE.
- Performs other related administrative duties as required.

Competencies

- **PROFESSIONALISM:** Knowledge of administrative, budgetary, financial and human resources policies and procedures. Ability to apply various United Nations administrative rules and regulations in work situations. Conceptual analytical and evaluative skills to conduct independent research and analysis. Ability to identify issues, formulate opinions, make conclusions and recommendations. 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.
- **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.
- **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.

Education

Advanced university degree (Master's degree or equivalent) in business or public administration, finance, accounting, law or related field is required. A first level university

degree with a combination with two (2) additional years of qualifying experience may be accepted in lieu of the advanced university degree.

A first-level university degree and no experience will be accepted for candidates who have passed the Young Professionals Programme Examination (YPP); United Nations Competitive Recruitment Examination (NCRE); or the General Service to Professional Examination (G to P) in the occupational group of finance, or related area.

Work Experience

A minimum of two (2) years of progressively responsible experience in administration, programme management, finance, accounting, human resources management or related area is required.

No experience is required for candidates who have passed the Young Professionals Programme Examination (YPP) / United Nations Competitive Recruitment Examination (NCRE) or the General Service to Professional Examination (G to P). Experience in supporting programmatic activities in an executive or front office setting is required. Experience coordinating inputs for senior management is required.

Languages

English or French are the working languages of the UN Secretariat. Fluency in 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

- This position is temporarily available for three (3) months. If the selected candidate is a staff member from the United Nations Secretariat, the selection will be administered as a temporary assignment.
- While this temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post.
- Subject to the funding source of the position, the eligibility for this temporary job opening may be limited to candidates based at the duty station.
- This temporary job opening may be limited to "internal candidates," who have been recruited through a competitive examination administered according to staff rule 4.16 or staff selection process including the review of a central review body established according to staff rule 4.15.

- Staff members of the United Nations common system organizations who will reach the mandatory age of separation or retirement within the duration of the current temporary need period are not eligible to apply. Submitting an application or selection for the current temporary job opening does not delay or increase the mandatory age of separation.
- Retirees above the mandatory age of separation who wish to be considered for the current temporary job opening must indicate the reason for their last separation as "retirement." Such retirees shall not be employed by the Organization, unless (a) the operational requirements of the Organization cannot be met by staff members who are qualified and available to perform the required functions; and (b) the proposed employment would not adversely affect the career development or redeployment opportunities of other staff members and represents both a cost-effective and operationally sound solution to meet the needs of the service.

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.

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.