



**Job Opening Reference: RSCE/GJO/005/06/2017**

**Issuance Date: 30 June 2017**

**Deadline Date: 30 July 2017**

**Type of contract: Fixed Term Appointment**

**Duration: 1 year**

**Department: RSCE**

**Scheduled date for taking up appointment: ASAP**

<b>Title: Administrative Assistant</b>	<b>Grade: GS-5</b>	<b>Duty Station: Entebbe, Uganda</b>
<b><u>PLEASE NOTE THAT THIS IS A LOCALLY-RECRUITED POSITION, RESTRICTED TO UGANDAN NATIONALS AND/OR LEGAL RESIDENTS OF UGANDA</u></b>		
<b>Women are strongly encouraged to apply</b>		

- 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 Regional Service Centre Entebbe (RSCE). The Administrative Assistant at this level reports to the Chief of Unit.

#### **1. Main Duties and Responsibilities:**

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

- Ensures implementation of operational strategies of the service line by focusing on full compliance of administrative activities with RSCE 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.
- Ensures effective and efficient functioning of the service line by maintaining contact with visitors and staff, make arrangement of appointments and meetings including meeting room reservation; compiling and preparing briefing and presentation material, background information and documentation for meetings. Supports the service line with leave monitoring and maintaining leave and absences.
- Make arrangements of travel and hotel reservations, processing requests for visa, ID cards and other documents. Provide administrative support to conferences, workshops, retreats. Research and retrieval of statistical data from internal and external sources, preparation of statistical charts, tables and reports. Follow up on deadlines, commitments made, action taken and coordination of collection and submission of reports to Service line managers. Assists with archiving and maintenance of the filing system ensuring safekeeping of confidential materials.
- Provides support to office maintenance and assets management by maintaining records on assets management, preparation of reports and support in asset certification processes. Maintaining files and records relevant to the service line; maintenance of office stationary supplies and any other related tasks.

- Participates in relevant training for administrative staff.
- Ensures effective administrative and logistical support by assisting support services provided to all RSCE staff and staff of the Client Missions. Support the administrative Officer in drafting and maintaining SOPs and FAQs.
- Enters, maintains and certifies administrative data and records for time and attendance, performance appraisal, etc. in electronic information systems.
- Reviews entitlements-related claims and reports.
- Provides advice and guidance to staff with respect to administrative procedures, processes and practices, liaising with central administrative services as necessary.
- Monitor and evaluate the effectiveness of related guidelines, staff rules, HR rules and regulations, practices and procedures, and makes recommendations through the Service Delivery Manager where necessary.
- Maintains and reviews organizational staffing tables; prints and reviews reports.
- Prepares processes and follows-up on administrative arrangements and forms related to the official travel of staff.
- Drafts routine correspondence.
- Maintains files of rules, regulations, administrative instructions and other related documentation.
- Maintains up-to-date work unit files (both paper and electronic).
- Coordinates extensively with service lines and liaises frequently with RSCE and Client Mission staff.
- Perform other related administrative duties as and when required by the Supervisor.

## 2. Competencies:

- **Professionalism:** Contributes to the effectiveness and efficiency of the Service Line or Service Delivery by providing administrative support and specialized assistance to more senior staff to the assigned area of responsibility. 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.
- **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.

#### **Work Experience**

- A minimum of five (5) years of progressively responsible experience in administrative services, human resources, finance, accounting, audit or related area is required.
- A minimum of one (1) year experience working in administration or human resources within an international organization or non-governmental organization - in a conflict or post-conflict setting is desirable.
- Experience in a shared service center 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.

#### **ADDITIONAL IMPORTANT COMMENTS.**

**Please note that failure to comply with the below will render your application invalid for this process.**

1. All applicants must apply using a Personal History Profile generated from INSPIRA (visit <https://inspira.un.org> ) as soon as possible after the job opening has been posted and well before the deadline stated in the job opening.
2. All applications must be accompanied by the following which MUST be provided at the time of submission:
  - Signed Personal History Profile (PHP) as generated from INSPIRA (visit <https://inspira.un.org> to generate an account and the PHP) submitted as a PDF or JPEG attachment to the document.
  - Latest performance evaluation report (for internal UN Candidates).
  - Copy of High School Diploma.
  - Copies of other relevant certificates and diplomas.
3. PLEASE NOTE THAT ONLY APPLICATIONS SUBMITTED TO THE EMAIL ADDRESS: [rsce2-recruitment@un.org](mailto:rsce2-recruitment@un.org) WILL BE CONSIDERED. NO HAND-DELIVERED APPLICATIONS WILL BE ACCEPTED.
4. PLEASE ENTER THE REFERENCE OF THE JOB OPENING IN THE SUBJECT LINE OF YOUR E-MAIL.
5. Evaluation of qualified candidates will include an assessment exercise which may be followed by competency-based interview.
6. 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.

7. 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.
8. PLEASE NOTE THAT ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FURTHER.