



**Temporary Job Opening (TJO) for Administrative Assistant
UNSMIL-GS4-TJO004/2018 (Open for 07 days)**

Title:	Administrative Assistant
Level:	GS-4
Duty Station:	Tunis
Section:	Office of the Chief of Mission Support (CMS)
Date of Issue:	23 March 2018
Deadline for applications:	29 March 2018

Women candidates are strongly encouraged to apply to the mentioned position

HOW TO APPLY:	<p>STEP 1: <u>INTERESTED APPLICANTS SHOULD SUBMIT THE UNITED NATIONS PERSONAL HISTORY FORM (P11) obtainable at the following web site:</u> https://unsmil.unmissions.org/sites/default/files/p11-form.doc.</p> <p><u>ANY APPLICATIONS RECEIVED IN A FORMAT DIFFERENT TO THE UNITED NATIONS PERSONAL HISTORY FORM (P11) WILL NOT BE CONSIDERED.</u></p>
	<p>STEP 2: Qualified candidates MUST submit their application using the P.11 format indicated in STEP 1 by e-mail to unsmil-hrstaffing@un.org and it MUST include only the Job opening number. in the subject line of their e-mail (e.g. UNSMIL-GS4-TJO004/2018)</p>
ORGANIZATION SETTING AND REPORTING:	<p>This position is located in the Office of the Chief of Mission Support within the Mission Support Division of the United Nations Support Mission in Libya (UNSMIL). The position is based in Tunis, Tunisia. The incumbent will be performing under the overall supervision of the Chief of Mission Support.</p> <p>UNSMIL's mandate as renewed in SC resolution 2376 (2017) of 14 September 2017 includes, as an immediate priority, support to the Libyan political process, as well as the undertaking of: (a) human rights monitoring and reporting; (b) support to key Libyan institutions; and (c) coordination of international assistance.</p>
JOB DESCRIPTION:	<p>Responsibilities: Under the overall guidance of the Chief of Mission Support, the Administrative Assistant may be responsible for the following duties:</p> <ul style="list-style-type: none"> Assists the Office of the CMS in the activities related to the cost recovery process of the common services provided to other UN Entities in support of UN activities in Libya. Provides support to the process to centralize the cost recovery unit under the MSD/CMS office



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	<ul style="list-style-type: none"> • 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) • 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; identification of office technology needs and maintenance of equipment, software and systems; organizing and coordinating administrative arrangements for seminars, conferences and translations. • Monitors status of expenditures and allotments, records variations, updates budget tables. • Consolidates data received and provides support to higher-level staff with respect to budget reviews of relevant intergovernmental and expert bodies. • Reviews status of relevant expenditures and compares with approved budget. • Reviews requisitions for goods and services to ensure (a) correct objects of expenditure have been charged and (b) availability of funds. • Assists in the preparation of statistical tables and standard financial reports. <p>Work implies frequent interaction with the following Sections: Budget, Finance, Human Resources, Procurement and other related support and substantive sections/units.</p>
<p>COMPETENCIES:</p>	<p>Professionalism: Knowledge of, and ability to apply financial rules, regulations and procedures in the UN environment. Knowledge, skills and ability to extract, interpret, analyze and format data across the full range of finance functions, including programme development and database management, claims and treasury operations. Ability to identify and resolve data discrepancies and operational problems. 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.</p>



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	<p>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.</p> <p>Accountability: Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.</p>
QUALIFICATIONS:	<p>Education: High school diploma or equivalent is required.</p> <p>Experience: A minimum of three (3) years of progressively responsible experience in administration services, finance, accounting, audit, contracting and human resources or related area. Related experience in a United Nations Organization (Peacekeeping missions, political missions, agencies, funds or programmes) or similar International Organization is desirable. Knowledge of UN Regulations and Rules is desirable. Experience in the use of Enterprise Resource Planning programmes is desirable. Experience in the reconciliation of clearing accounts is highly desirable. Experience preparing reports in excel is required.</p> <p>Language: English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in oral and written English and Arabic is required. Knowledge of French is an asset.</p> <p>Important: This vacancy is open for Tunisian Nationals and Non-Tunisian nationals who have a valid work permit to work in Tunis.</p>
SPECIAL NOTICE:	<p>Recruitment in the General Service category shall be made 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, and shall comply with any host country agreement in effect. Applicants who are not nationals from Tunisia must meet the relevant employment requirements of the host country, including fulfilling visa or work permit stipulations. An appointment shall not be granted to a person who is the father, mother, son, daughter, brother, sister, step-children or step sibling of a staff member. This restriction applies to relationships within the United Nations Secretariat and not to those with the separately administered Agencies, Funds or Programmes.</p>

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**ADDITIONAL
INFORMATION:**

Due to the high volume of applications received, ONLY those applicants who are short-listed will be notified.

Incomplete applications or applications received after the deadline or applications received in a format different to the United Nations Personal History Form (P.11) will not be considered.

The position is available on a temporary basis, initially until December 2018. Any further extensions will be subject to operational requirements, performance and budget availability.