



Individual Contractor (IC) Opening for Administrative Assistant UNSMIL-IC-4-37/2017 (Open for 07 days)	
Title:	Administrative Assistant
Level:	IC-4
Duty Station:	Tunis
Section:	Chief of Staff Office
Date of Issue:	18 October 2017
Deadline for applications:	27 October 2017
<u>Women candidates are strongly encouraged to apply to the mentioned position</u>	
HOW TO APPLY:	<p>STEP 1: Interested applicants should submit the United Nations Personal History Form (P11) obtainable at the following web site: https://unsmil.unmissions.org/sites/default/files/p11-form.doc</p>
	<p>STEP 2: Qualified candidate MUST submit his/her application with all the documents listed in STEP 1 by e-mail to unsmil-hrstaffing@un.org copy to elayashy@un.org and MUST include only the JO No. in the subject line of their e-mail (e.g. UNSMIL- IC-4-37/2017)</p>
JOB DESCRIPTION:	<ul style="list-style-type: none"> • Manages and updates internal databases and the shared drive; • maintains electronic and paper files of the divisions; • Provides assistance in the coordination with other UNSMIL divisions/units to ensure support is provided for the divisions' meetings/ i.e. booking of VTC, conference rooms, liaising with security for smooth access of UNSMIL visitors, etc.; • Performs a variety of administrative duties (e.g. leave records, meeting organization, reservations, office supply and equipment orders, etc.); • Prepares and processes administrative requests/documents (e.g. travel requests, movement of personnel, visa applications, etc.); • Reports problems with personal computers and printers to CITS and ensures uninterrupted workflow; and • Performs other duties as assigned.
COMPETENCIES:	<p>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.</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>



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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>Technological Awareness: Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.</p>
	<p>Respect for Diversity: Works effectively with people from all backgrounds; treats all people with dignity and respect; treats men and women equally; shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making; examines own biases and behaviours to avoid stereotypical responses; does not discriminate against any individual or group.</p>
QUALIFICATIONS:	<p>Education: High school or equivalent diploma is required.</p> <p>Experience: minimum 2 years of progressive experience in administration / office management or in general office support and / or related area.</p> <p>Language: The English and French are the working languages of the United Nations Secretariat. For this post advertised, fluency in English is required, fluency of Arabic is highly desirable.</p>
ADDITIONAL INFORMATION:	<p>Due to the high volume of applications received, ONLY those applicants who are short-listed will be notified.</p> <p><u>Incomplete applications or applications received after the deadline will not be considered.</u></p> <p>The necessity for ensuring the highest standards of efficiency, competence and integrity remain the paramount considerations in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.</p>