

**Generic Job Opening (GJO) for
Administrative Assistant
UNSMIL-GS5-IC009/2019**

Title:	Administrative Assistant
Level:	GL-5
Duty Station:	Tripoli
Section:	Mission Support Service
Date of Issue:	28 August 2019
Deadline for applications:	05 September 2019

Women candidates are strongly encouraged to apply to the mentioned position

HOW TO APPLY:

STEP 1: INTERESTED APPLICANTS SHOULD SUBMIT THEIR APPLICATION USING THE UNITED NATIONS PERSONAL HISTORY FORM P.11

(P.11 obtainable at the following web site: <https://unsmil.unmissions.org/sites/default/files/p11-form.doc>)

ANY APPLICATIONS RECEIVED IN A FORMAT DIFFERENT TO THE UNITED NATIONS PERSONAL HISTORY FORM (P.11) WILL NOT BE CONSIDERED.

STEP 2: Qualified candidates must submit their application using the P.11 template listed in STEP 1 by e-mail to unsmil-hrstaffing@un.org. The application MUST include only the Job Opening No. in the subject line of their e-mail (e.g. UNSMIL-GS5-IC009/2019)

ORGANIZATIONAL SETTING AND REPORTING:

This position is located within Mission Support Service in the United Nations Support Mission in Libya (UNSMIL). The position is based in Tripoli, Libya. The Administrative Assistant is under the overall supervision of the Chief Mission Support (CMS).

UNSMIL's mandate as renewed in SC resolution 2434 of 13 September 2018 includes, as an immediate priority, support to the Libyan political process, as well as the undertaking of: (a) support to key Libyan institutions; (b) support for the provision of essential services and delivery of humanitarian assistance; (c) human rights monitoring and reporting; (d) support for securing uncontrolled arms and related materiel and countering their proliferation; and (e) coordination of international assistance, and provision of advice and assistance to GNA-led efforts to stabilize post-conflict zones.



JOB DESCRIPTION:

Responsibilities: Within delegated authority, the Administrative Assistant may be responsible for the following duties:

- Drafts routine correspondence.
- Prepares and sends internal notes, memoranda, facsimiles, answers telephone calls and queries.
- Receives visitors.
- 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 meetings, seminars, conferences and translations.
- Follows-up on actions related to the administration of the unit's human resource activities, e.g., time and attendance, ensuring consistency in the application of regulations and procedures.
- Prepares and processes UN forms and permission for contractual work and service, including UN grounds passes, property passes, UN parking permits, and swipe-card access and door keys.
- Perform other duties as required by the supervisor.

Act as Cost recovery Internal and External Management focal point:

- Record the AFPs and Embassies' requests and coordinate with the related Units to make sure that they are informed, and that action is taken accordingly
- Follow up with AFPs/Embassies' focal points to ensure good reception of invoices
- Ensure that payments are processed with no delays
- Respond to any queries in a timely manner
- Being the focal point and communication channel between AFPs and UNGUs: Sending invoices, breakdowns, ensure good reception of the sealed envelopes containing the staff bills
- Prepare reports/ detailed swift confirmations regarding UNGUs Medical cost recoveries
- Assist in the reconciliation and provision of any required information

Work implies frequent interaction with the following Sections:

Budget, Finance, Human Resources, Procurement and other related support and substantive sections/units.

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.



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.

QUALIFICATIONS:

Education: High school diploma or equivalent is required.

Experience: A minimum of five (5) years of progressively responsible experience in the field in administrative services, finance, accounting, audit, contracting and human resources or related area. Possession of computer skills in different packages including internet and email is required. Relevant 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 an advantage. Experience working with an ERP system such as UMOJA is desirable.

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.

SPECIAL NOTICE:

An appointment shall not be granted to a person who is the father, mother, son, daughter, brother, sister, stepchildren 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.

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 will not be considered.

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.