



Open to Internal and External Candidates

*VACANCY ANNOUNCEMENT*

<b>VACANCY ANNOUNCEMENT:</b>	<b>VA-GSC-17-18 (008)</b>
<b>DATE OF ISSUANCE:</b>	<b>21 August 2017</b>
<b>DEADLINE FOR APPLICATIONS:</b>	<b>19 September 2017</b>
<b>POST TITLE AND LEVEL:</b>	<b>Administrative Assistant (GS-6)</b>
<b>DUTY STATION:</b>	<b>Brindisi, Italy</b>
<b>SECTION/UNIT:</b>	<b>Field Technology Service (FTS) /Administration and Programme Management Unit (APMU)</b>

**DUTIES AND RESPONSIBILITIES**

Under the overall guidance and direction of the Chief, Field Technology Service and within delegated authority, the incumbent reports to the Chief of the FTS/ APMU and is responsible to provide effective and efficient administrative support, including human resources management, budget and finance management, general administration and contract management to FTS, and to Headquarters and client missions as required.

**HUMAN RESOURCES MANAGEMENT:**

- Initiates, reviews, processes and follows-up on actions related to the administration of the Service's human resource activities, e.g., recruitment of staff and consultants, placement, promotion, relocation, performance appraisal, job classification reviews, separation of staff members, training etc., ensuring consistency in the application of UN rules and procedures.
- Responds to enquiries and provides information and advice to staff regarding their entitlements, administrative procedures, processes and practices, conditions of service, duties and responsibilities, and entitlements under the Staff Rules and Regulations.
- Oversees the maintenance of vacancy announcement files and keeps track of status of vacancy announcements.
- Monitors staffing table and prepare relevant statistical data/charts.

**BUDGET AND FINANCE:**

- Assists in the preparation and review of financial and human resource proposals/requirements.
- Consolidates budget/work programme with respect to FTS budget and Procurement requirements, and needs development.
- Monitors expenditures and compares with approved budget; prepares adjustments as necessary.
- Assists the supervisor when required in the elaboration of resource requirements for budget submissions.
- Assists in preparation of budget performance submissions and finalization of budget performance reports, analyzing variances between approved budgets and actual expenditures.
- Co-ordinates with other finance and budget staff on related issues during preparation of budget reports.

**GENERAL ADMINISTRATION:**

- Drafts routine correspondence to respond to enquiries in respect to relevant administrative, financial audit, personnel matters.
- Coordinates extensively within FTS and liaises frequently with internal team members and external clients in the field missions and Headquarters.
- 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 seminars, conferences and translations).
- May be responsible for guiding, training, and supervising the work of more junior General Service staff.

**CONTRACT ADMINISTRATION AND MANAGEMENT:**

- Assists with day-to-day administration and management of contracts between FTS and external contractors for outsourced services.
- Contributes to the drafting of statement of works, statement of requirements, technical evaluation matrices and requests for proposals, as required.
- Audits the contractors' invoices against the goods and services provided by the contractor as and when required.
- Processes the payment of contractors' invoices and monitor payments.
- Prepares and processes all forms and permissions for contractual and work Unit, Section or Service staff, including: UN grounds passes, property passes, UN parking permits, swipe-card access and door keys.
- Performs other duties, as required.

## COMPETENCIES

- **Professionalism:** Knowledge of internal policies, processes and procedures generally and in particular those related to administration, implementation and evaluation, technical cooperation, programming and budgeting within an ICT environment. Understanding of the functions and organization of the work unit and of the organizational structure and respective roles of related units. Ability to identify and resolve a range of issues/problems and to work well with figures, undertake basic research and gather information from standard sources. Demonstrated ability to apply good judgment in the context of assignments given. 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 & 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.
- **Client Orientation:** Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

## MINIMUM QUALIFICATIONS AND SKILLS

**Education:** High school diploma or equivalent is required.

**Experience:** Seven (7) years of relevant working experience in administration and management, budget, finance, accounting, audit, human resources or related area is required.

Minimum three (3) years of working experience in an ICT environment that adopts PRINCE2, ITIL, COBIT, etc. or similar concepts, principles, methodologies, and best practices is desirable.

**Language:** Fluency in oral and written English is required; knowledge of a second official UN language is an advantage.

**Other skills:** Specific knowledge of the UN administrative electronic tools, such as Umoja or ERP, is desirable.

ITIL Foundation is desirable. PRINCE 2 Foundation certification or equivalent is desirable.

Valid driver’s license is required.

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**The United Nations is an Equal Opportunity Employer. In an effort to improve the gender balance within the organization, female candidates are strongly encouraged to apply.**

Interested internal candidates who possess the relevant qualifications and experience, should submit an up-to-date UN Personal History Form (P.11) and an application for vacancy (form P296) with a copy of the two latest e-Performance quoting **VA-GSC-17-18 (008)** by email only to: [ungsc-hr@un.org](mailto:ungsc-hr@un.org).

External candidates who are either EU nationals or possess the right to live and work in Italy and possess the relevant qualifications and experience should also submit their UN Personal History Form (P.11) quoting **VA-GSC-17-18 (008)** by email only to: [ungsc-hr@un.org](mailto:ungsc-hr@un.org).

Shortlisted candidates might be invited for a competency based interview and/or undertake a preliminary assessment.

**Please indicate VA-GSC-17-18 (008) in the subject line of your e-mail.**

**APPLICATIONS MUST BE RECEIVED BY THE DEADLINE: 19 September 2017.**