



Open to Internal and External Candidates

VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENT:	VA-GSC-17-18 (009)
DATE OF ISSUANCE:	25 August 2017
DEADLINE FOR APPLICATIONS:	23 September 2017
POST TITLE AND LEVEL:	Administrative Assistant (GS-5)
DUTY STATION:	Valencia, Spain
SECTION/UNIT:	Field Technology Service (FTS) /Administration and Programme Management Unit (APMU)

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. In order of priority, the major duties and responsibilities of the position are:

BUDGET AND FINANCE

Provides assistance in the preparation and development of the Service's work programme and budget, in particular in relation to cost-recovery activities; Assists in monitoring the budget/work programme with respect to various budgets, trust funds, grants and other sources of funds on a regular basis, and records reallocations of resources and implements the reallocations as necessary; Prepares and supports the processing of invoices, and monitors payments, for cost-recovery services according to approved cost plans, service rate cards and budgetary documentation; Collects data from relevant databases and assist in preparation of financial reports; Provides assistance in the review, and preparation of the medium-term plan and its revisions; Reviews and assists in the finalization of cost estimates and budget proposals, in terms of staff and non-staff requirements for the Service including programmatic aspects; monitors compliance with the medium-term plan and other legislative mandates; May assist managers in the elaboration of resource requirements for budget submissions; Monitors budget implementation/ expenditures and records reallocation of funds as necessary; Reviews requisitions for goods and services to confirm (a) that correct objects code of expenditure have been charged, and (b) availability of funds; Monitors extra-budgetary resources, in line with agreements and cost plans and service rate cards with special attention given to regulations and rules and established policies and procedures; Assists in the preparation of budget performance submissions; Assists in finalization of budget performance reports with attention given to variances between approved budgets and actual expenditures.

GENERAL ADMINISTRATION

May provide assistance in reviewing host country agreements, budget agreements, or contributions for grants or other activities within assigned areas; Identifies and reports issues/problems as they arise, and recommends appropriate actions; Coordinates regularly with the Service area, sections and units and liaises as needed with internal team members within the GSC and with external clients and agencies; Performs other related administrative duties, as required (e.g., travel, monitoring accounts and payment to vendors and individual contractors for services, reviews physical space plans and-assists in the identification of office technology needs, maintenance of equipment, software and systems, organizes and coordinate seminars, conferences and translations).

HUMAN RESOURCES MANAGEMENT

Performs various actions related to the administration of the work unit's human resource activities, consistently applying UN rules, regulations, policies and procedures. Liaises with central administration/executive services as required; Maintains vacancy announcement files and updates track vacancy announcements; Prepares personnel actions through the UN's current electronic tools, e.g., Umoja; Advises staff on visa matters; Provides advice and answers general queries on classification procedures and processes; Provides information and advice to staff/consultants with respect to conditions of service, duties and responsibilities, and privileges and entitlements under the Staff Rules and Regulations; Monitors assigned staffing tables for a variety of human resource activities, e.g., appointments, retirement, expiration of appointments, reassignments, transfer and movement of staff.

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.

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.

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.

MINIMUM QUALIFICATIONS AND SKILLS

Education: High school diploma or equivalent is required. Technical training in Finance, Budget, Human Resources Management or Administration is highly desirable.

Experience: A minimum of five (5) years of progressively responsible experience in administration, finance, budget, accounting, audit, human resources or related area is required. Solid computer skills including proficiency in word processing and spreadsheets is required. Specific knowledge of the UN administrative electronic tools, such as Umoja or ERP is desirable. Must be familiar with function-related provisions of United Nations Rules, Regulations, Manuals and Policies. Experience working at a UN field mission or UN Agencies in this capacity is desirable.

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

Other skills: Valid driver’s license is required. ITIL Foundation is desirable. PRINCE 2 Foundation certification or equivalent is desirable.

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 (009)** by email only to: ungsc-hr@un.org.

External candidates who are either EU nationals or possess the right to live and work in Spain and possess the relevant qualifications and experience should also submit their UN Personal History Form (P.11) quoting **VA-GSC-17-18 (009)** by email only to: 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 (009) in the subject line of your e-mail.

APPLICATIONS MUST BE RECEIVED BY THE DEADLINE: 23 September 2017.