

Posting Title:	Administrative Assistant, G-5
Department/Office:	Department of Public Information
Location:	PORT OF SPAIN
Posting Period:	30 April 2018 – 31 May 2018
Job Opening Number:	UNIC-2018-007
Contract:	Fixed-Term
Duration:	One year, with the possibility of an extension

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**United Nations Core Values: Integrity, Professionalism, Respect for Diversity**

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### **Special Notices**

This post is open to nationals of Trinidad and Tobago or candidates with a valid travel and employment authorisation documents issued by the relevant authorities in Trinidad and Tobago. The United Nations shall NOT be responsible for providing assistance to applicants in procuring these required travel and/or employment authorisation documents.

This position is subject to local recruitment pursuant to staff rule 4.4 of the United Nations Staff Rules. All staff in the General Service and related categories shall be recruited 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. A staff member subject to local recruitment shall not be eligible for the allowances or benefits exclusively applicable to international recruitment. Should there be a need for examination, the candidate will be responsible for any travel expenses incurred. Staff members are subject to the authority of the Secretary-General and to assignment by him or her. External candidates will be graded in accordance with the current recruitment guidelines. This means that external candidates may be recruited at a lower level than that of the advertised level of the post.

### **Organizational Setting and Reporting**

This position is located in the United Nations Information Centre (UNIC) in Port of Spain, within the Information Centres Service (ICS), Strategic Communications Division (SCD), Department of Public Information (DPI).

The UNIC Port of Spain, part of the global network of United Nations information centres, is the principal source of information about the United Nations system in Antigua and Barbuda, Aruba, The Bahamas, Barbados, Belize, Curaçao, Dominica, Grenada, Guyana, Jamaica, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Suriname, Trinidad and Tobago and the Kingdom of the Netherlands Overseas Territories (Bonaire, Saba and Sint Eustatius). UNICs are responsible for

promoting public understanding and support for the aims and activities of the United Nations by disseminating UN information materials to a local audience in English; engaging local and regional partners; and, overall, bringing the United Nations closer to the people it serves.

The incumbent is under the direct supervision of the National Information Officer and the overall supervision of the Director of UNIC Port-of-Spain.

## **Responsibilities**

Within delegated authority, the incumbent may be responsible for the following duties:

### **Human Resources Management**

- In coordination with the assigned ICS Administrative Assistant, processes, monitors, reviews and follows-up on actions related to the administration of UNIC Port-of-Spain's human resource activities, e.g., recruitment, placement, relocation, promotion, performance appraisal, job classification reviews, separation, training etc., ensuring consistency in the application of regulations and procedures.
- Enters, maintains and certifies administrative data and records for time and attendance, performance appraisal, etc. in electronic information systems.
- Reviews entitlements-related claims and reports.
- Provides advice and guidance to staff with respect to administrative procedures, processes and practices, liaising with central administrative services as necessary.

### **Budget and Finance**

- Assists in monitoring the status of expenditures and allotments, records variations, updates budget tables.
- Assists in the consolidation of 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 budget request and performance submissions.

### **General Administration**

- 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 and databases (both paper and electronic), including office inventory records.
- Coordinates extensively with service units and liaises frequently with internal team members both at Headquarters and in the field.
- 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.

- Supervises delivery of administrative services (contractors and suppliers).
- Manages office registry, including sorting, registering and disseminating electronic and printing materials.
- Manages UNIC premises – maintains property records and liaises with property manager on all premises issues.
- Supports events management and production for Centre outreach, including coordinating logistics, procuring materials and services, and liaising with partners and participants.
- Assists coordination of UNIC programming and production, including liaising with partners and audiences, and supporting outreach promotion activities.
- Performs other duties as assigned.

### Competencies

- **Professionalism:** Ability to perform a broad range of administrative functions, e.g., budget/work programme, human resources, database management, etc. Ability to apply knowledge of various United Nations administrative, financial and human resources rules and regulations in work situations. 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.
- **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 & 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.

### Education

A high school diploma or equivalent is required.

### Work Experience

A minimum of five years of experience in administrative services, finance, accounting, audit, human resources or related area is required. Experience working with word processing,

spreadsheets and database software is desirable. Experience providing administrative support to an office of the United Nations common system or a comparable international organization is desirable. Experience working with on-line Enterprise Resource Planning (ERP) systems such as IMIS, Umoja, Atlas, SAP, or comparable platforms is desirable. Experience with IPSAS or comparable accounting standards, as well as the result-based budgeting concept is desirable. Experience working with on-line talent management and/or performance management systems such as Inspira, e-Recruit or comparable systems is desirable.

## **Languages**

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English is required. Knowledge of another official United Nations language is an advantage.

## **Assessment Method**

Evaluation of qualified candidates may include an assessment exercise, which may be followed by a competency-based interview.

## **United Nations Considerations**

Applications are screened according to the published evaluation criteria of the job opening on the basis of the information provided by applicants. Applications cannot be amended following submission and incomplete applications shall not be considered. The selected candidate will be subject to a reference checking process to verify the information provided in the application.

Applicants are urged to follow carefully all instructions available as explained in the documents linked from the “How to Apply” section below.

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment. Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

## **No Fee**

**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.**

**How to Apply**

Visit <http://sites.unicnetwork.org/careers/how-to-apply/> for detailed application instructions.