

Posting Title:	Administrative Assistant, G6
Department/Office:	Department of Global Communications
Location:	BEIRUT
Posting Period:	24 July – 23 August 2020
Job Opening Number:	UNIC-2020-001
Contract:	Fixed-Term
Duration:	One year, with the possibility of an extension

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

Special Notices

This post is open to nationals of Lebanon or candidates with a valid travel and employment authorisation documents issued by the relevant authorities in Lebanon. 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 be in the country. A staff member subject to local recruitment shall not be eligible for the allowances or benefits exclusively applicable to international recruitment. Staff members are subject to the authority of the Secretary-General and to assignment by him or her.

Organizational Setting and Reporting

This position is located in the United Nations Information Centre (UNIC) in Beirut, within the Information Centres Service (ICS), Strategic Communications Division (SCD), Department of Global Communications (DGC).

The UNIC Beirut is part of the global network of United Nations information centres (UNICs), which are the principal sources of information about the United Nations system in Lebanon, Jordan, Kuwait and the Syrian Arab Republic. 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 and in Arabic; 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 Public Information Officer and the overall supervision of the Director of UNIC Beirut

Responsibilities

Within delegated authority, the incumbent is responsible for the following duties:

Human Resources Management

- In coordination with the assigned DGC Administrative Assistant, reviews, processes and follows-up on actions related to the administration of the UNIC Beirut's and the region under its purview's human resource activities, e.g., recruitment of staff and consultants and interns, placement, promotion, relocation, performance appraisal, job classification reviews, separation of staff members, training etc., ensuring consistency in the application of UN rules and procedures.

Budget and Finance

- Assists in the preparation and review of financial and human resource proposals/requirements. Consolidates budget/work programme with respect to Headquarters' budget, trust funds, grants and procurement.
- Monitors expenditures and compares with approved budget; prepares adjustments as necessary.
- Assists managers in the elaboration of resource requirements for budget submissions.
- Assists in preparation of budget performance submissions and finalization of budget performance reports, analysing variances between approved budgets and actual expenditures.
- Prepares or customizes financial reports.
- 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 frequently with the Finance and Administrative Assistants in the Centres Operations Section at Headquarters and liaises frequently with UNIC staff.
- Provide logistical support to UNIC Beirut; organize meetings, press conferences and identify potential vendors.
- 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).
- Participates in the Operation Management Team (OMT); attends regular meetings and participates in operational working groups on the UN Country Team (UNCT); acts as the Security and Crisis Management Focal Point for the UNIC; and is a member of the working group on administrative and logistics for Business Operations Strategy (BOS).
- May be responsible for guiding, training, and supervising the work of more junior General Service staff.

Contract Administration

- Assists with day-to-day administration of contracts between the UNIC Beirut and external contractors for outsourced services.
- Audits the contractors' invoices against the goods and services provided by the contractor and approved by Headquarters.
- Assists in processing the payment of contractors' invoices and monitor payments.
- Prepares and processes all UN forms and permissions for contractual and work Unit, Section or Service UN staff, including UN grounds passes, property passes, UN parking permits, swipe-card access and door keys.
- 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.
- **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.
- **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.

Education

A High School diploma or equivalent is required.

Work Experience

A minimum of seven years of experience in administrative services, finance, accounting, audit, human resources or related area is required. Experience using Microsoft Word and Excel is

required. 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 working with on-line talent management and/or performance management systems such as Inspira, Peoplesoft, 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 and Arabic is required. Knowledge of other official United Nations languages 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.