

Posting Title : ADMINISTRATIVE ASSISTANT, G5
Job Code Title : ADMINISTRATIVE ASSISTANT
Department/ Office : Department of Economic and Social Affairs
Location : BONN
Posting Period : 27 March 2023-25 April 2023
Job Opening number : 23-Administration-DESA-204811-R-BONN (E)
Staffing Exercise : N/A

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

Org. Setting and Reporting

This position is located in the United Nations Global Geodetic Centre of Excellence (UN-GGCE) of the Department of Economic and Social Affairs (DESA) in the UN Campus, Bonn, Germany. The Administrative Assistant reports to the Head of the Centre. The Centre's overarching goal is to assist Member States and geodetic organizations to coordinate and collaborate to sustain, enhance, access and utilize an accurate, accessible and sustainable Global Geodetic Reference Frame (GGRF) to support science, society and global development. The objective is to support, within available resources, the implementation of General Assembly resolution 69/266 entitled 'A Global Geodetic Reference Frame for Sustainable Development'.

Responsibilities

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

- Human Resources Management • Initiates, processes, monitors, reviews and follows-up on actions related to the administration of the Centre'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.
- Maintains and reviews organizational staffing tables; prints and reviews IMIS reports.

Budget and Finance • Monitors status of expenditures and allotments

through IMIS, records variations, updates budget tables. • Consolidates 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 performance submissions. • Prepares statistical tables and standard financial reports.

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 files (both paper and electronic).

• Coordinates extensively with service units and liaises frequently with internal team members at the Centre and in the Statistics Division. • 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.

Contract Administration • Assists with day-to-day administration of contracts between the UN and external contractors for outsourced services. • Audits the contractors' invoices against the goods and services provided by the contractor and approved by the UN. • Processes the payment of contractors' invoices and monitor payments. • Prepares and processes all UN forms and permissions for contractual and work, including: UN grounds passes, property passes, UN parking permits, swipe-card access and door keys. • Performs other duties as and when required.

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.

• **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

High school diploma or equivalent. Must have passed the United Nations Administrative Support Assessment Test (ASAT) or the United Nations Global General Service Test (GGST) at Headquarters or an equivalent locally-administered test at Offices Away from Headquarters.

Job Specific Qualifications

Work Experience

A minimum of five years of experience in finance, budget, accounting, audit, human resources, administrative services or related area is required. Experience in scientific or technical organization is desirable.

Languages

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

Assessment

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

Special Notice

This is a project post. Appointment or assignment against this position is for an initial period of one year. The appointment or assignment and renewal thereof are subject to the availability

of the post or funds, budgetary approval or extension of the mandate. This position is subject to local recruitment pursuant to staff rule 4.4 of the United Nations Staff Rules. Applicants for positions in the General Service and related categories must be authorized to work for the United Nations in the duty station where the position is located. Eligible applicants selected from outside the duty station are responsible for any expenses in connection with their relocation to the duty station. Staff members subject to local recruitment are not eligible for allowances or benefits exclusively applicable to international recruitment.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment. Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places 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. The United Nations Secretariat is a non-smoking environment. The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General. Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the inspira account-holder homepage. The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and

guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application. Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

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.