



United Nations Office  
for West Africa

Bureau des Nations Unies  
pour l'Afrique de l'Ouest

UNOWA  
Dakar / Sénégal

## **Vacancy Announcement**

The United Nations Office for West Africa (UNOWA) is looking for a highly motivated, team player and result oriented person

To serve as: **NATIONAL ADMINISTRATIVE OFFICER**

<b>Title</b>	<b>National Administrative Officer</b>
<b>Number of post</b>	<b>01</b>
<b>Grade</b>	<b>NOC</b>
<b>Category</b>	<b>Fixed Term</b>
<b>Duration</b>	<b>One year renewable</b>
<b>Duty station</b>	<b>Dakar</b>
<b>Unit/Section</b>	<b>UNOWA</b>
<b>Issuing date</b>	<b>22/08/2012</b>
<b>Closing date</b>	<b>05/09/2012</b>

### **Description of Duties:**

Under the direct supervision of the Chief of Mission Support, the National Administrative Officer is responsible for the following duties:

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Under the direct supervision of the Chief of Mission Support, the National Administrative Officer is responsible for the following duties:

- Provide support to the office of the Chief of Mission Support, coordinating and following up with different units/ sections on administrative related issues, ensuring deadlines are strictly respected, reviewing documents submitted to the office of the CMS ensuring they are in line with UN rules and regulations as well as administrative policies / procedures.
- Oversee work related to delivery of administrative support in areas such as property management, claims and local property survey board and coordinating with requisitioners and procurement to ensure Mission acquisition plan is timely prepared.
- Contribute to responding to requests for information on operational issues, collecting inputs from units/sections of the mission and HQ and UN agencies, as required.
- Assist in consolidating the responses to audit observations / recommendations and in ensuring implementation of recommendations.
- Be the Focal Point on administrative and logistics related for visiting high level official delegations by coordinating with concerned units / sections and ensuring everything is in place in a timely manner.
- Establish and maintain a set of standard Operations Procedures (SOPs) and tools which are consistent with UN policy and practice and ensure adherence to them.
- Ensure that documentation and SOPs, policy, guidelines and procedures are in place and easily accessible.
- Compile and maintain statistics and reports.

- Draft routine and ad hoc correspondence to include facsimile transmission, verbal note related to administration administrative instructions, information circulars and other guidance documents to be issued to UNOWA and CNMC Personnel;
- Consolidate input from different section required to be reviewed for the CMS monthly report, follow up with progress on action points.
- Review documents submitted for the CMS signature to ensure that they are compliant with UN rules and regulations and stay within the appropriated delegations of authority delegated to the CMS.
- Coordinate with, Finance, Human Resources, Procurement etc that rules and procedure are maintained.
- Follow up with the Finance Officer for the update of the mission expenditure report and bring it to the attention of the CMS as appropriate.
- Liaise and follow-up with UNHQ Property Management Unit (PMU) on property related matters.
- Serve a Secretary of committees and boards as required.
- Supervise the work of junior staff as may be required.
- Perform any other duties as may be assigned by the Chief of Mission Support

## **Competencies:**

### **Professionalism:**

- Knowledge of administrative, budgetary, financial and human resources policies, procedures, rules and regulation.
- Conceptual analytical and evaluative skills to conduct independent research and analysis.
- Ability to identify issues, formulate opinions, make conclusions and recommendations.
- Shows pride in work and achievements; demonstrates professional competencies 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 situation. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- Proven supervisory skills, ability to establish and maintain effective working relations both as a team member and team leader.

### **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.

### **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.

### **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.

### **Qualifications**

#### **Education:**

Advanced university degree (Master’s degree or equivalent) in business or public administration, finance, accounting, human resources management or related area.

#### **Work Experience:**

- A minimum of five years of progressively responsible experience in administration, finance, accounting, human resources management or related field. Experience in drafting and compiling reports.
- UN Field experience is an asset.
- Familiarity with the United Nations administrative, policies and procedures, as well as the financial regulations and rules is desirable.
- Experience working in a front Office, coordinating with different sections / units and supervisory experience is desirable.

#### **Language:**

- Fluency in both English and French, (both oral and written) is required.

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### **Application**

**Applicants meeting the above qualifications are requested to submit the following only:**

- Motivation letter
- Completed P-11 form (**please note the P11- Form is available on the internet UNOWA Website**)
- Copy of Diplomas and Degrees

**Note: Before applying for the post, we kindly request candidates to carefully review the VA to ensure that they meet the Minimum requirements**

**Please email your application to: [traoreh@un.org](mailto:traoreh@un.org) , [lva@un.org](mailto:lva@un.org) and [diouf5@un.org](mailto:diouf5@un.org) or via postal mail at the following address:  
United Nations Office for West Africa - UNOWA  
23851 Dakar Ponty  
Senegal**

**Note: Please indicate clearly the vacancy number and title. Only short-listed candidates will be contacted.**

**This announcement and the P-11 Form are available on the intranet UNOWA : Website: [www.unowa.unmissions.org](http://www.unowa.unmissions.org)**