



VACANCY ANNOUNCEMENT: OSES/UNOWA/HRS/VA/005/14

The Office for the Sahel within the United Nations Office for West Africa is looking for a highly motivated and results oriented team player to join a dynamic team.

To serve as: Administrative Assistant

Title Position	Administrative Assistant
Number of posts	01
Type of contract	Fixed Term
Category and level	GS-5
Duty station	Dakar, Senegal
Unit/Section	OSES
Issuing date	26/02/2014
Closing date	11/03/2014

The Office for the Sahel, recently established within the United Nations Office for West Africa (UNOWA) in Dakar, Senegal, assists in the implementation of the United Nations Integrated Strategy for the Sahel and in the coordination of initiatives with international, regional and national partners working on and in the region.

Organizational Setting and Reporting Relationships: This position is located in the substantive component. The Administrative Assistant supports the Sahel team. S/he will report to the Head of Office.

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

- Performs, under minimal supervision, the full range of office management and administrative support functions.
- Coordinates extensively with service units of UNOWA and liaises frequently with team members as well as UNHQ and other missions regarding on-going programmes and other administrative matters; monitors processes and schedules related to the unit's outputs, products, tasks, etc.
- Ensures smooth and efficient information flow within the team; prepares and processes confidential information; assists in the development of office administrative systems and procedures.
- Provides assistance in the coordination of office-wide activities (meetings, training, etc.), special projects and events.
- Researches, compiles and summarizes background materials for use in preparation of reports, briefs, speeches, etc.
- Attends meetings, prepares minutes, monitors follow-up activities.
- Responds or drafts responses to a wide range of correspondence and other communications;



- Carries out quality control function for outgoing documents.
- Responds to complex information requests and inquiries (e.g. answers requests requiring file search, etc.).
- Assists in the preparation of presentation materials using appropriate technology/software.
- Maintains calendar/schedules; monitors changes and communicate relevant information to appropriate staff inside and outside the internal team.
- Enters, maintains administrative data and records for time and attendance.
- Reviews entitlements-related claims for completeness of the documentation and reports.
- Provides advice and guidance to staff with respect to administrative procedures, processes and practices, liaising with UNOWA's administrative services as necessary.
- Prepares, processes and follows-up on administrative arrangements and forms related to the official travel of staff.
- Maintains up-to-date work unit files (both paper and electronic).
- Performs other related administrative duties, as required, e.g., operational travel programme; 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
- Performs other duties as assigned.

Competencies:

- **Professionalism:** Ability to perform a broad range of administrative functions, e.g., human resources, 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.
- **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.

Qualifications:



Education: High school diploma or equivalent.

Experience: A minimum of five years of experience in administrative services, finance, accounting, audit, human resources or related area.

Language: English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written French and English is required.

Applications:

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

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

Applications can be submitted by email to unowa-cnmc-hr@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 in the email subject or on the envelope. Only short-listed candidates will be contacted.

This announcement and the P-11 Form are available on the UNOWA website:
www.unowa.unmissions.org

Assessment Method:

Evaluation of qualified candidates for this position may include a written assessment followed by a competency-based interview.