



VACANCY ANNOUNCEMENT: UNOWA/OSES/HRS/VA006/14

The Office for the Sahel of 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: Personal Assistant to the Assistant-Secretary-General/Head of Office

Title Position	Administrative Assistant (Personal Assistant to the Assistant Secretary General)
Number of posts	01
Type of contract	Fixed Term
Category and level	GS-6
Duty station	Dakar, Senegal
Unit/Section	OSES
Issuing date	18/03/2014
Closing date	02/04/2014

The Office for the Sahel, of the United Nations Office for West Africa (UNOWA) in Dakar, Senegal, supports the implementation of the United Nations Integrated Strategy for the Sahel as well as the coordination of various strategies on the region. It is headed by an Assistant-Secretary-General who provides political advice to the Special Representative of the Secretary-General (SRSG) for West Africa and, under the latter's overall authority, manages the Office and leads the coordination of United Nations efforts on the Sahel.

Organizational Setting and Reporting Relationships: The incumbent will report to the Assistant-Secretary-General/Head of Office. The incumbent may also provide general office and administrative support to other officers.

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

- Assists in the overall administration of the department/division, i.e. provides substantive and administrative support in managing priorities and work flow of the manager and of the work unit; coordinates and monitors multiple and diverse activities and work processes to ensure that management directives and decisions are properly carried out and products delivered in a timely manner.
- Serves as a communications link between supervisor and senior staff; on behalf of supervisor, keeps others informed by conveying directives, reports, status updates and other relevant information; brings sensitive and urgent matters to the attention of the manager.
- Takes full responsibility for time management and scheduling on behalf of manager with appropriate consultation as required; effectively prioritizes and resolves related conflicts and competing demands.



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- Undertakes representational duties on behalf of the manager, to include serving as first point of contact and liaison with senior officials internally and externally.
 - Screens and prioritizes all incoming correspondence; compiles relevant background documents and references; identifies issues requiring the manager's attention and refers others to relevant officer for appropriate disposition; monitors and follows-up on actions to be taken.
 - Independently handles a wide range of complex information requests and inquiries (e.g. answer requests requiring file or other research); responds, or drafts responses, to a diverse range of correspondence and other communications.
 - Establishes/improves administrative procedures and systems to ensure smooth functioning of the department, including filing (paper and electronic) systems.
 - Organizes official receptions, meetings, etc., handling all necessary arrangements (e.g. room reservations, guest/participant lists, invitations, catering, seating arrangements, background documentation, special equipment, etc.).
 - Prepares, processes and classifies confidential information.
 - Handles a wide range of administrative duties/processes (e.g. leave and attendance records, timesheets, travel arrangements, visa applications, expense statements, telecommunications charges, equipment purchase, service and supply requisitions, conference room bookings, etc.).
 - Exercises quality control function for all outgoing documents; proofreads and edits texts for adherence for format, grammar, punctuation and style.
 - Performs other duties as assigned.

Work implies frequent interaction with the following:

Senior officials within the UN Secretariat and UN system

Permanent Representatives and Mission staff

Intergovernmental bodies, non-governmental organizations, government officials, ambassadors, representatives of the media, international organizations, etc.

Results Expected: Demonstrates effective and independent handling of the administrative and office support requirements of the department/division. Establishes effective office procedures and systems. Provides timely tracking and monitoring of processes, deadlines and initiates quality control of key outputs and appropriate follow-up actions, etc. Demonstrates initiative in identifying and resolving problems in the context of work assignments and functions. Effectively supervises mentors and trains office support staff. Discretely handles highly confidential and sensitive matters. Appropriately applies relevant policies, guidelines, procedures and processes. Effectively



functions as a key communications link and liaison with a broad range of internal and external contacts, many of which at senior levels.

Competencies:

Professionalism — Knowledge of general office and administrative support including administrative policies, processes and procedures. 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.

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 six years (06) of experience in administrative services 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:

- Cover letter



United Nations Office
for West Africa

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

UNOWA
Dakar / Sénégal

- Completed and signed P-11 form (please note the P11- Form is available on the UNOWA Website at www.unowa.unmissions.org)

- 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.