



## **VACANCY ANNOUNCEMENT: UNOWA/HRS/VA/023/15**

**The Office of the Special Envoy for the Sahel (OSES) 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 posts</b>	<b>01</b>
<b>Type of contract</b>	<b>Fixed Term</b>
<b>Grade</b>	<b>NOC</b>
<b>Duration</b>	<b>1 year (renewable upon satisfactory performance and budget availability )</b>
<b>Duty station</b>	<b>Dakar</b>
<b>Unit/Section</b>	<b>OSES</b>
<b>Issuing date</b>	<b>22/12/2015</b>
<b>Closing date</b>	<b>05/01/2016</b>

**Organizational Setting and Reporting Relationships:** This position is located in the Office of the Special Envoy for the Sahel. The incumbent will report to the Programme Manager and work closely with Mission Support.

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

**Human Resource Management** Effectively coordinate with HR Officer actions relative to the administration of human resources activities, e.g., recruitment, placement, promotion, performance appraisal, job classification reviews, separation of staff members, training etc., ensuring consistency in the application of UN rules and procedures. Maintain as required 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 to other staffs. Compile and maintain relevant statistics and reports.

**Budget and Finance** Participate in the preparation and implementation of the work programme, ensuring that financial resources are utilized to implement activities in accordance with the Programme Budget and allotments issued. Follow up with the Finance Officer for the update of the mission expenditure report and bring it to the attention of the Programme Manager as appropriate.

**General Administration** Assist in administering the daily operations of the section by: reviewing incoming correspondence, documents, and transactions, forwarding to appropriate unit, ensuring prompt action is taken, and following up on the status. Liaise with procurement, and billing entry points and receipt of income from various services, operational travel programme. Ensure procurement monitoring and evaluation of vendor contracts/payment to vendors and individual contractors for services. Contribute to responding to requests for information on operational issues, collecting inputs from other Units/Sections and HQ and UN agencies, as required. Participate 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. Review adequacy



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space requirements and oversee the identification of office technology needs and maintenance of equipment, software and systems, coordinating enhancements as necessary.

Provide guidance and leadership to other staff members on issues related to administration.

Perform other related work as required.

### Competencies:

- **Professionalism:** Knowledge of administrative, budgetary, financial and human resources policies and procedures. Ability to apply various United Nations administrative rules and regulations in work situations. 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 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **Planning and 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.
- **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.

### Qualifications:

**Education:** Advanced university degree (Master's degree or equivalent) in business or public administration, management, finance, economics, accounting, law or related area. A first-level university degree with two additional years of qualifying experience may be accepted in lieu of an advanced university degree.

**Experience:** At least five (5) years of progressively responsible experience in human resources, budget, finance, accounting general administration, or related field. Experience in handling complex organizational issues at the international level is desirable. Hands-on experience with UN administrative/financial policies and practices is an asset. UN field mission experience is an advantage. Knowledge of IPSAS and SAP is an advantage.

**Language:** English and French are working languages of the UN Secretariat. For this post, fluency in English and French, (both oral and written) is required.



United Nations Office  
for West Africa

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

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### **APPLICATION:**

This announcement is available on OSES and UNOWA Websites: [www.oses.unmissions.org](http://www.oses.unmissions.org) and [www.unowa.unmissions.org](http://www.unowa.unmissions.org) and is open to Senegalese Nationals only.

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

- Motivation letter
- Completed P-11 form (please note that the P11- Form is available on UNOWA Website)
- Copy of Diplomas and Degrees
- Certificate of National Identity or work authorization from Senegalese authorities

Please send your application by e-mail at [unowa-cnmc-hr@un.org](mailto:unowa-cnmc-hr@un.org) with the reference to the title of the position: Administrative Officer, **VA#UNOWA/HRS/VA023/15** » no later than 05 January 2016.

Please note that only short-listed candidates will be contacted.