



VACANCY ANNOUNCEMENT: UNOWA/HRS/VA/022/15

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: Team Assistant

Title :	Team Assistant
Number of posts	01
Type of contract	Fixed Term
Grade	GS-4
Duration	1 year (renewable upon satisfactory performance and budget availability)
Duty station	Dakar
Unit/Section	OSES
Issuing date	10/12/2015
Closing date	17/12/2015

Organizational Setting and Reporting Relationships: This position is located in the office of the Special Envoy for the Sahel (OSES). The incumbent reports to the Administrative Officer.

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

General Administration

- Drafts routine correspondence to respond to enquiries in respect to relevant administrative, financial audit, personnel matters.
- Coordinates extensively with service units and liaises frequently with internal team members.
- Performs other administrative and logistics related duties, as required (e.g., taking the required actions in the information system – UMOJA- for the acquisition of goods and services; liaising with the Procurement Officer for acquisition plan, liaising with General Services for office supplies and equipment as well as physical space that may be needed, office maintenance related; liaising with Transport for vehicle related matters and engineering for any engineering work needed; identification of office technology and communication needs and liaising CITS; coordinating logistics for Seminars, workshops, meetings etc.. held in Dakar).
- Prepares or customizes reports.
- Compiles and reconciles data.
- Coordinates the official travel of all personnel and makes hotel reservations.
- Prepares, processes and follows-up on administrative arrangements and forms related to the official travel of staff.
- Performs protocol functions at points of entry for the arrival/departure of VIPs and dignitaries by welcoming and assisting them upon arrival and proceeding to their check-in upon departure.
- Coordinates with the various Consulates and the host government Ministries of Foreign Affairs regarding the provision of entry visas, resident visas and tax waiver for staff.

**Human Resources Management**

- In consultation with the Administrative Officer and the Human Resources Officer, initiates, reviews and follows-up on actions related to the administration of the unit's human resource activities, e.g., recruitment of staff and consultants, placement, relocation, performance appraisal, job classification reviews, separation of staff members, training etc., ensuring consistency in the application of UN rules and procedures.
- Enters, maintains and certifies administrative data and records for time and attendance in the electronic information systems.
- Process entitlements-related claims and reports.

Budget and Finance

- Monitors status of expenditures and allotments through the information system– UMOJA– records variations and updates budget tables.
- Consolidates data received and provides support to higher-level staff with respect to budget reviews and preparation.
- 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 statistical tables and standard financial reports.

Performs any other OSES administrative and logistics related duties as 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. Knowledge of travel related processing requirements; 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.
- **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 four (04) years of progressively responsible experience in the field of administrative services, finance, accounting, audit, contracting and human resources or related area.

Language: English and French are the working languages of the United Nations Secretariat. Fluency in French, (both oral and written) is required; a working knowledge of English is required.

Other Requirements:

The incumbent may be required to work during non-regular working hours as well as holidays and weekends, particularly for protocol related functions.

APPLICATION:

This announcement is available on OSES and UNOWA Websites: www.oses.unmissions.org and www.unowa.unmissions.org

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 with reference to the title of the position: Team Assistant, **VA#UNOWA/HRS/VA/022/15** no later than 17 December 2015

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