



**Office of the Special Coordinator for Development in the Sahel  
(OSCDS)**

**INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT**

Vacancy No.	OSCDS-JO-DAKAR-2021-01
Post Title	Senior Administrative Assistant
Level	G-7 (Fixed-Term)
Organizational Unit	Office of the Special Coordinator
Location	Dakar
Number of posts	01
Issuing Date	30/04/2021
Closing Date	13/05/2021

**Important note:** OSCDS will only accept properly completed and signed Personal History Form (P.11) received before closing date. **Please submit your application on the attached P.11 ONLY. Other UN P.11 formats, incomplete P.11, CV and Resume will not be accepted,** nor will late submissions after closing date.

The selected candidate will be expected to deploy in time to commence work as soon as possible.

Applying to this job opening carries an expectation to accept the offer, if selected, subject to clearance of employment reference checks, security and medical. The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. An impeccable record for integrity and professional ethical standards is essential.

This position is locally recruited and open for Senegalese nationals only.

OSCDS will not provide accommodation to locally recruited staff.

OSCDS is an equal employer for men and women.

#### **DUTIES AND RESPONSIBILITIES**

The position is based in Dakar, Senegal and located in the Office of the Special Coordinator for Development in the Sahel (OSCDS). The incumbent will report to the Chief of Staff.

#### **Responsibilities:**

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

General administration / Assistance to the Special Coordinator

- Takes full responsibility for time management and scheduling, planning and preparation of the activities of the Special Coordinator; Screens and prioritizes all incoming correspondence; compiles relevant background documents and references; monitors and follows-up on actions to be taken.
- Acts as first point of contact and liaison with personal assistants to other senior officials internally and externally.
- Assists the Front Office in the overall administration of the Office, i.e. provides support in managing priorities and workflow of the Special Coordinator and channels to members of the work unit.

- 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, designs and generates a variety of periodic and ad hoc reports.
- 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, monitoring accounts and payment to vendors and individual contractors for services, physical space planning and the identification of office technology needs and maintenance of equipment, software and systems, organize and coordinate events, seminars, conferences and translations).
- Organizes official receptions, meetings, etc., handling all necessary arrangements
- Oversees work of office support staff; establishes priorities and deadlines, assigns work and reviews outputs upon completion; trains office support staff in administrative, protocol and other relevant procedures.

#### Human Resources Management:

- Coordinates various actions related to the administration of the unit's human resource activities.
- Liaises with UNOWAS and UNON administration/support services as required on all matter of administration, human resources and budget/finance.
- Provides information and advice to staff/consultants with respect to conditions of service, duties and responsibilities, and privileges and entitlements under the Staff Rules and Regulations, visas and travel.
- Monitors UMOJA staffing tables for a variety of human resource activities, e.g., appointments, retirement, expiration of appointments, reassignments, transfer and movement of staff.

#### Budget and Finance:

- Assists in monitoring budget/work programme with respect to various budgets, trust funds, grant and other funds on a regular basis.
- Monitors budget implementation/expenditures related to the function of the office including purchase of office materials and services, travel requisitions, etc., and recommends reallocation of funds as necessary.
- Reviews requisitions for goods and services to ensure (a) correct Umoja objects code of expenditure have been charged, and (b) availability of funds.
- Performs other duties as assigned.

## QUALIFICATIONS AND EXPERIENCE

**Education:** High school diploma or equivalent is required. Technical training in Finance, Budget, Human Resources Management or Administration is highly desirable.

#### **Work Experience:**

A minimum of ten (10) years of progressively responsible experience in administration, finance, budget, accounting, audit, human resources or related area, is required.

Experience in word processing and spreadsheets is required.

Experience using an enterprise resource planning (ERP) system such as UMOJA, SAP or similar system is required.

A minimum of two (2) years of experience in application of administrative, financial or human resources policies, regulations and rules within the United Nations system or a

similar international organization, is desirable.

Previous experience working in a field operation of the United Nations Common System, including Agencies, Funds and Programmes, or a comparable international organization is desirable.

**Languages:** English and French are the working languages of the UN Secretariat; for this position, fluency in written and spoken English and French is required. Knowledge of another UN official language is desirable.

## UN CORE VALUES AND COMPETENCIES

**Professionalism:** Knowledge of function-related provisions of United Nations Rules, Regulations, Manuals and Policies. 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 and youth perspectives and ensuring the equal participation of women and youth in all areas of work.

**Planning and Organizing:** Adjusts plans and actions as necessary; uses time efficiently. Very strong initiative-taker. Capacity to move complex processes forward to achieve articulated results, work at varying levels and on different projects simultaneously (personal organization, and ability for multi-tasking). Ability to work under pressure, and to live comfortably with change; 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.

**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.

**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 the 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.

### Assessment:

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

### APPLICATION PROCESS:

- Applicants must accurately complete, update, sign, and date the **attached**

United Nations Personal History form (P.11 ONLY and forward the duly completed signed P.11 by e-mail to: [OSCDS-recruitment@un.org](mailto:OSCDS-recruitment@un.org)

- Applicants should **COPY** “**OSCDS-JO-DAKAR-2021-01 – Senior Administrative Assistant**” **in the SUBJECT line of the** email when submitting their signed P.11 form. OSCDS will **not consider** any applications which are not received directly in the VA mailbox. **Other UN P.11 formats and incomplete P.11 will not be accepted.**
- Please note that any information provided on the P.11 form will be considered binding.
- **The selected candidates will be subject to a reference checks to verify the accuracy of the information provided in the P.11 form.**
- Only applicants who are short-listed will receive an acknowledgement within two weeks from the deadline indicated on the VA.

**Qualified female candidates are highly encouraged to apply.**

United Nations Considerations:

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

No Fee:

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.