

VACANCY ANNOUNCEMENT: UNOWAS/HRS/VA/02/23

The United Nations Office for West Africa and the Sahel (UNOWAS) is looking for a highly motivated and results-oriented team player to join a dynamic team to serve as Administrative Assistant.

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| Title Position | Administrative Assistant |
| Number of post | 01 |
| Type of contract | Temporary Appointment |
| Duration of contract | Position available until 31 December 2023 |
| Category and level | GS-5 |
| Duty station | Dakar, Senegal |
| Unit/Section | Property Management unit |
| Issuing date | 2 May 2023 |
| Closing date | 9 May 2023 |

The United Nations Office for West Africa and the Sahel (UNOWAS) is entrusted with the overall mandate of enhancing the contributions of the UN towards the achievement of peace and security in West Africa and the Sahel. It engages in preventive diplomacy, good offices and political mediation and facilitation in countries in West Africa and the Sahel.

Organizational Setting: The position is located in the Property Management Unit. The Administrative Assistant will report directly to the Property Management Officer.

Duties and Responsibilities: Under the general supervision of the property Management Officer the incumbent will perform the following responsibilities:

General Administration

- Provides guidance to mission and/or subordinate staff. May provide assistance in reviewing host country agreements, budget agreements, or contributions for grants or other activities within assigned areas; Identifies and reports issues/problems as they arise, and recommends appropriate actions;
- Coordinates regularly with service units and liaises as needed with internal team members both at the mission and in outstations;
- Conducts physical inspections and quality control of mission United Nations Property to ensure that all items are accounted for and in serviceable condition;
- Assist stakeholders in preparation of equipment write-offs and processing of write-off cases through relevant property survey boards;
- Maintains on a daily basis accurate and auditable property records in electronic inventory management system for property control and accountability in conformance with administrative instructions, guidelines, manuals and SOPs;
- Performs other related administrative duties, as required (e.g., travel, monitoring accounts and payment to vendors and individual contractors for services, reviews physical space plans and assists in the identification of office technology needs, maintenance of equipment, software and systems, organizes and coordinate seminars, conference and translations).



Human Resources Management:

- Perform various actions related to the administration of the work unit's human resource activities, e.g., recruitment, placement, promotion, relocation, performance appraisal, job classification reviews, separation of staff members, training etc., consistently applying UN rules, regulations, policies and procedures;
- Liaises with central administration/executive services as required;
- Maintains vacancy announcement files and updates track vacancy announcement; Prepares personnel actions through the UN's current electronic tools, e.g. Umoja;
- Provides advice and answers general queries on classification procedures and processes;
- 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 Regulation;
- Monitors assigned staffing tables for variety of human resource activities, e.g., appointments, retirement, expiration of appointments, reassignments, transfer and movement of staff.

Budget and Finance:

- Provides assistance in the preparation and development of the office's work program and budget;
- Assists in monitoring the budget/work program with respect to various budgets, trust funds, grant and other funds on a regular basis, and records reallocations of resources and implements the reallocations as necessary;
- Collects data from relevant databases and assist in preparation of financial reports; Provides assistance in the review, and preparation of the medium-term plan its revisions; Reviews and assist in the finalization of cost estimates and budget proposals, in terms of staff and non-staff requirements for the mission including programmatic aspects; monitors compliance with the medium-term plan and other legislative mandates; May assist managers in the elaboration of resource requirements for budget submission;
- Monitors budget implementation/expenditures and records reallocation of funds as necessary; Reviews requisitions for goods and services to confirm (a) that correct objects code of expenditure have been charged, and (b) availability of funds;
- Monitors extra-budgetary resources, in line with agreements and cost plans with special attention given to regulations and rules and established policies and procedures;
- Assists in the preparation of budget performance submissions;
- Assists in finalization of budget performance reports with attention given to variances between approved budgets and actual expenditures.

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 logistic management, Asset and inventory management principles. 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.

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.

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.

Education:

High school diploma or equivalent is required. Technical training in Finance, Budget, Human Resources Management, Administration, Property Management or related area is highly desirable.

Work Experience:

At least five (5) years of progressively responsible experience in administration, finance, budget, accounting, audit, human resources, or related area. Experience in Property Management is an advantage. Solid computer skills including proficiency in word processing and spreadsheets is required. Specific knowledge of the UN administrative electronic tools, such as UMOJA or ERP is desirable. Must be familiar with function-related provisions of United Nations Rules, Regulations, Manuals and Policies. Experience working at a UN field mission or UN Agencies in this capacity is desirable.

Languages

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



Applications:

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

- **Cover letter**
- **Completed and signed P-11 form (please note the P11- Form is available on the UNOWAS Website at www.unowas.unmissions.org)**
- **Copy of Diplomas and Degrees**

Applications should be submitted by email to unowas-cnmc-hr@un.org no later than **9 May 2023**.

Note: Please indicate clearly the vacancy number and title in the email subject. **Only short-listed candidates will be contacted.**

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

Assessment Method:

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

****Qualify female candidates are strongly requested to apply****