



VACANCY ANNOUNCEMENT: UNOWAS/HRS/VA/017/21

The United Nations Office for West Africa and the Sahel / Cameroon Nigeria Mixed Commission (UNOWAS/CNMC) 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 Appointment
Grade	GL-4
Duration	1 year (renewable upon satisfactory performance and position availability)
Duty station	Dakar
Unit/Section	United Nations Office for West Africa and the Sahel
Issuing date	06/12/2021
Closing date	19/12/2021

Organizational Setting and Reporting Relationships: The position is located within the United Nations Office for West Africa and the Sahel. The Team Assistant will report to the Chief of Service/Political Affairs Officer.

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

General Administration

- Responds or drafts responses to routine correspondence and other communications; uses standard word processing package to produce a wide variety of large, complex documents and report
- Maintains files (both paper and electronic) and databases for work unit
- Maintains calendar/schedules; monitors, amends and communicates relevant information to appropriate staff inside and outside the immediate work unit
- 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 –(ERP)- 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;
- Coordinates logistics for Seminars, workshops, meetings organized by the unit
- 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 Human Resources Officer unit, 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 monitor time and attendance in the electronic information systems wherever needed.
- Assist Unit staff for their entitlements-related claims and reports.

Budget and Finance

- Monitors status of expenditures and allotments through the information system–(ERP)– 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 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. A vocational degree in Office automation or administration or related area is desirable.

Experience: A minimum of three (03) years of progressively responsible experience in the field of administrative services, finance, accounting, audit, contracting and human resources or related area. Experience in working with ERP tools is desirable. Experience working with the United Nations or similar International organization is desirable

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.

APPLICATION:

This announcement is available on UNOWAS Website: www.unowas.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 unowas-cnmc-hr@un.org with reference to the title of the position: Team Assistant, *VA#UNOWAS/HRS/VA/017/21* no later than **19 December 2021**.

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

Les candidatures reçues après la date limite de dépôt ne seront pas considérées.

Les candidatures féminines sont vivement encouragées.