



**VACANCY ANNOUNCEMENT: UNOWAS/HRS/VA/003/21**

**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**

<b>Title Position</b>	<b>Administrative Assistant</b>
<b>Number of posts</b>	<b>01</b>
<b>Type of contract</b>	<b>Fixed Term</b>
<b>Duration of contract</b>	<b>One (01) year renewable subject to mandate and post extension</b>
<b>Category and level</b>	<b>GL6</b>
<b>Duty station</b>	<b>Dakar, Senegal</b>
<b>Unit/Section</b>	<b>Political Affairs Section</b>
<b>Issuing date</b>	<b>26/02/2021</b>
<b>Closing date</b>	<b>11/03/2021</b>

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 Political Affairs Section of the UN Office for West Africa and the Sahel (UNOWAS). The Administrative Assistant is responsible for effectively and efficiently managing all administrative matters related to the UNOWAS Dakar including human resources management, budget and finance management. In addition to providing general administrative support to staff of the Political Affairs Section.

**Major duties and responsibilities**

Within delegated authority and under the supervision of Chief of Service/ Political Affairs Officer the Administrative Assistant will be responsible for the following duties:

**Human Resources Management**

- Initiates, reviews, processes and follows-up on actions related to the administration, human resources activities, e.g., recruitment of staff, consultants and individual contractors, ensuring consistency in the application of UN rules and procedures.
- Oversees the maintenance of vacancy announcement files and keeps track of status of vacancy announcements.



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## Budget and Finance

- Assists in the preparation and review of financial and human resources proposals/requirements.
- Monitors expenditures and compares with approved budget; prepares adjustments as necessary.
- Assists the Supervisor when required in the elaboration of resource requirements for budget submissions.
- Analyzing variances between approved budgets and actual expenditures
- Co-ordinates with other finance and budget staff on related issues during preparation of budget reports.
- Preparation of budgets estimates for official workshops.

## General Administration

- Drafts routine correspondence to respond to enquiries in respect to relevant administrative, financial audit, personnel matters.
- Handles all administrative matters of the Political Affairs Section including administrative priorities and work flow of the Chief of Political Affairs and the Political Affairs Section.
- Coordinates extensively with all UNOWAS internal and external stakeholders and institutional partners including Field missions, UNOWAS Liaison Cell of Nouakchott, as well as regional and sub-regional entities and civil society in dealing with a wide range of complex information requests and inquiries in the implementation of their respective workplans, projects, and programmes.
- Participates actively in the planning of official missions of all political affairs officers including the Section Chief/Political Affairs, in compliance with existing guideline, rules and regulations.
- Assists POLAS section with the organization of meetings, events, workshops, processing of travel requests of staff and participants, coordinates all logistic aspects of the Section's daily operations during meetings.
- Monitors accounts and payment to vendors, consultants and individual contractors for services.

## Contract Management

- Liaise with mission support, initiates procurement process for low value acquisitions related to the preparation of various materials, car rental for transportation of event participants, and rental of premises and catering services.
- Prepares and processes all UN forms and permissions for contractual and work Unit, Section or Service UN staff, including: UN grounds passes, property passes, UN parking permits, swipe-card access and door keys.
- Performs other 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. 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.
- **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.

### Qualifications:

**Education:** High school diploma or equivalent. Additional technical training in secretarial, administration, office management or other relevant field is an advantage.

**Experience:** A minimum of (7) seven years of experience in administrative services, finance, accounting, audit, human resources or related area is required. Experience in administrative policies and procedures in the United Nations or similar international organizations is desirable. Experience working with Enterprise Resource Planning based applications such as SAP/Umoja is desirable.

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

**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](http://www.unowas.unmissions.org) )**
- **Copy of Diplomas and Degrees**

Applications should be submitted by email to **unowas-cnmc-hr@un.org** no later than **11 March 2021**.

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

**Assessment Method:**

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