



VACANCY ANNOUNCEMENT: UNOWAS/HRS/VA/005/21

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

Title Position	Administrative Assistant
Number of posts	01
Type of contract	Fixed Term
Duration of contract	One (01) year renewable subject to mandate and post extension
Category and level	GL6
Duty station	Abuja, Nigeria
Unit/Section	UNOWAS Abuja Liaison Cell
Issuing date	02/03/2021
Closing date	15/03/2021

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 within the Political Affairs Section of the UN Office for West Africa and the Sahel (UNOWAS). The Administrative Assistant works under the supervision of the Head of Abuja Liaison Office with technical guidance from Mission Support. The Administrative Assistant is responsible to effectively and efficiently manage all administrative and logistics matters related to the UNOWAS Abuja Liaison Cell including human resources, financial and general administration.

Major duties and responsibilities

Within delegated authorities, 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 of the Abuja Liaison Cell's human resource activities, e.g., recruitment of staff and consultants, placement, promotion, relocation, performance appraisal, job classification reviews, separation of staff members, training etc., ensuring consistency in the application of UN rules and procedures.
- ✓ Responds to enquiries and provides information and advice to staff regarding their entitlements, administrative procedures, processes and practices, conditions of service, duties and responsibilities, and entitlements under the Staff Rules and Regulations.



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- ✓ Oversees the maintenance of vacancy announcement files and keeps track of status of vacancy announcements.
 - ✓ Monitors staffing table and prepare relevant statistical data/charts.

Budget and Finance

- ✓ Assists in the preparation and review of financial and human resource proposals/requirements. Consolidates budget/work programme with respect to UNOWAS' budget, trust funds, grants and procurement.
- ✓ 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.
- ✓ Liaises with Mission Support, assists in preparation of budget performance submissions and finalization of budget performance reports, analyzing variances between approved budgets and actual expenditures.
- ✓ Co-ordinates with other finance and budget staff on related issues during preparation of budget reports.

General Administration

- ✓ Drafts routine correspondence to respond to enquiries in respect to relevant administrative, financial audit, personnel matters.
- ✓ Coordinates extensively with POLAS and liaises frequently with Mission Support as well as with UNDP Abuja.
- ✓ Performs other related administrative duties, as required (e.g., operational travel programme; monitoring accounts, Value-added Tax (VAT) reimbursement; physical space planning; identification of office technology needs and maintenance of equipment, software and systems).
- ✓ Support with organizing and coordinating events, workshops and partner meetings in Abuja.

Contract Management

- ✓ Liaise with Mission Support, assists with day-to-day administration of contracts between the UN and external contractors for outsourced services.
- ✓ Audits the contractors' invoices against the goods and services provided by the contractor as and when required.
- ✓ 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.

- ✓ **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 audience; demonstrates openness in sharing information and keeping people informed.
- ✓ **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.

Qualifications

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

Experience: A minimum of seven (7) years of experience in administrative services, finance, accounting, audit, human resources or related area is required. However, minimum years of relevant experience maybe be reduced for candidates who possess a first level university degree to three years.

Language: English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English 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)**
- **Copy of Diplomas and Degrees**

Applications should be submitted by email to unowas-cnmc-hr@un.org no later than **15 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.