



**Job Opening  
ADMINISTRATIVE ASSISTANT  
UNSMIL-GS5-JO002/2021**

<b>Title:</b>	Administrative Assistant
<b>Level/type:</b>	GS-5
<b>Duty Station:</b>	Tripoli
<b>Section:</b>	Office of the Chief Mission Support
<b>Number of Positions</b>	1
<b>Date of Issue:</b>	01/06/2021
<b>Deadline for applications:</b>	15/06/2021

**Women candidates are strongly encouraged to apply to the mentioned position**

**HOW TO APPLY:**

**STEP 1: INTERESTED APPLICANTS SHOULD SUBMIT THEIR APPLICATION USING THE UNITED NATIONS PERSONAL HISTORY FORM P.11**

(P.11 obtainable at the following web site: <https://unsmil.unmissions.org/sites/default/files/p11-form.doc>)

**ANY APPLICATIONS RECEIVED IN A FORMAT DIFFERENT TO THE UNITED NATIONS PERSONAL HISTORY FORM (P.11) WILL NOT BE CONSIDERED.**

**STEP 2:** Qualified candidates must submit their application using the P.11 template listed in STEP 1 by e-mail to [unsmil-hrstaffing@un.org](mailto:unsmil-hrstaffing@un.org). The application MUST include only the Job Opening No. in the subject line of their e-mail (e.g. UNSMIL-GS5-JO001/2021)

**ORGANIZATIONAL SETTING AND REPORTING:**

This post is located within the Office of The Chief Mission Support of the United Nations Support Mission in Libya (UNSMIL). The post is located in Tripoli, Libya. The incumbent will be under the overall supervision of the Chief of Mission Support.

With the mandate as renewed in SC resolution 2542 of 15 September 2020, the Security Council has tasked UNSMIL, as an integrated special political mission, in full accordance with the principles of national ownership, to exercise mediation and through its good offices to: (i) further an inclusive political process and security and economic dialogue; (ii) further the continued implementation of the Libya Political Agreement; (iii) help consolidate the governance, security and economic arrangements of the Government of National Accord, including support for economic reform in collaboration with international financial institutions; (iv) help to achieve a ceasefire and, once it is agreed by the Libyan parties, provide appropriate support to its implementation; (v) support subsequent phases of the Libyan transition process, including the



constitutional process and the organisation of elections; (vi) coordinate and engage closely with international actors including neighboring countries and regional organisations; (vii) provide support to key Libyan institutions; (viii) support, on request, the provision of essential services and delivery of humanitarian assistance, including in response to the COVID-19 pandemic, in accordance with humanitarian principles; (ix) monitor and report abuses and violations of human rights and violations of international humanitarian law, including sexual violence in conflict, notably through the effective deployment of women and child protection advisers; (x) provide support in securing uncontrolled arms and related materiel and countering their proliferation; and (xi) co-ordinate international assistance, and provision of advice and assistance to GNA-led efforts to stabilise post-conflict zones, including those liberated from Da'esh.

**JOB DESCRIPTION:**

Within the limit of the delegated authority, the incumbent will be responsible of the following tasks:

**Human Resources Management:**

- Liaises with central administration/executive services as required.
- Prepares personnel actions through the UN's current electronic tools, e.g., MIS/Nucleus/Umoja.
- Advises staff on visa matters.

**Budget and Finance:**

- Provides assistance in the preparation and development of the office's work programme and budget.
- May assist managers in the elaboration of resource requirements for budget submissions; Monitors budget implementation/expenditures and records reallocation of funds as necessary.

**General Administration:**

- Provides guidance to mission and/or subordinate staff. May provide assistance in reviewing host country agreements.
- 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.
- 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, conferences and translations).

**COMPETENCIES:**

**Professionalism:** 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 perspectives and ensuring the equal participation of women and men in all areas 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 the audience; Demonstrates openness in sharing information and keeping people informed.

**Planning and Organizing:** Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments and 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 is required. Technical or vocational certificate in administrative services, finance, human resources, business administration is desirable.

**Work Experience:** A minimum of five (5) years of progressively responsible experience in administration, finance, budget, accounting, audit, human resources, or related area is required. 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. Relevant experience in applying United Nations Rules and Regulations is desirable. Previous experience working in the front office of a senior public official is desirable.

**Language:** English and French are the working languages of the United Nations Secretariat. For the position advertised fluency in English and Arabic is required.

**ASSESSMENT:**

Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based interview.

**SPECIAL NOTICE:**

Recruitment in the General Service category shall be made in the country or within commuting distance of each office, irrespective of their nationality and of the length of time they may have been in the country and shall comply with any host country agreement in effect. Applicants who are not nationals from Libya must



meet the relevant employment requirements of the host country, including fulfilling visa or work permit stipulations.

An appointment shall not be granted to a person who is the father, mother, son, daughter, brother, sister, step-children or step sibling of a staff member. This restriction applies to relationships within the United Nations Secretariat and not to those with the separately administered Agencies, Funds or Programmes.

#### **ADDITIONAL INFORMATION:**

The work requires sitting most of the day five days a week during working hours, and involves walking to other offices within the compound in order to liaise with other working Units and outside the compound to liaise with other UN Agencies, local authorities as and when required.

Work is carried out in a normal office environment, sharing space with other colleagues and sharing computers, printers, and photocopiers.

Due to the high volume of applications received, ONLY those applicants who are short-listed will be notified.

#### **Incomplete applications or applications received after the deadline will not be considered.**

The necessity for ensuring the highest standards of efficiency, competence and integrity remain the paramount considerations in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

**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.**