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Vacancy announcement

Administrative Assistant, GL-6

DEADLINE FOR APPLICATIONS:	20th December 2016
DATE OF ISSUANCE:	22 November 2016
DUTY STATION:	Multiple duty Station
JOB OPENING NUMBER:	MONUSCO/29/ADM/2016

This vacancy is open exclusively to the nationals of the Democratic Republic of the Congo

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Responsibilities: Within delegated authority of PID Director, the Administrative Assistant will be responsible for the following duties:

General Administration

1. Prepare processes and follow-up on administrative arrangements and forms related to the official travel of staff.
2. Coordinate travel of all PID staff
3. Draft routine correspondence and collect signatures.
4. Maintain files of United Nations rules and regulations, administrative instructions and other related documentations.
5. Maintain up-to-date work unit files (both paper and electronic) and assist in the database management including setting up of share drive and correspondence log.
6. Coordinate extensively with service units and liaise frequently with internal team members both at Headquarters and in the field.
7. Ensure operational travel programme for the senior women protection advisor.
8. Ensure availability of office furniture including supplies, physical space planning; identification of office technology needs and maintenance of equipment, software and systems; organizing and coordinating administrative arrangements for retreat, seminars, workshops, conferences, meetings and translations.
9. Prepare minutes during unit's meetings.

Programme activities and budget

- Assist in preparation of unit's work plan and related budget and participate in the outreach activities and provide support to the training officer and act as tandem.
- Monitor status of expenditures and allotments, record variations and update budget tables.
- Consolidate data received and provide support to higher-level staff with respect to budget reviews of relevant intergovernmental and expert bodies.
- Review status of relevant expenditures and compare with approved budget.
- Assist in the preparation of budget performance submissions.
- Prepares statistical tables and standard financial reports.

Human Resources Management

- Initiates, processes, monitors, reviews and follows-up on actions related to the administration of the unit's human resource activities, e.g., recruitment, ensures availability of posts, placement, relocation, promotion, performance appraisal, job classification reviews, separation, training, deployment and redeployment etc., ensuring consistency in the application of regulations and procedures.
- Enter, maintain and certify administrative data and records for time and attendance, performance appraisal, etc. in electronic information systems.
- Review entitlements-related claims and reports.
- Provide advice and guidance to staff with respect to administrative procedures, processes and practices, liaising with central administrative services as necessary.
- Maintain and review organizational staffing tables; print and review IMIS reports.
- Perform any other duties as requested by the Senior Women Protection Advisor.

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.
- **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. Training in business management, administration, human resources, finance or equivalent is an advantage.
- **Experience:** A minimum of seven (07) years of progressively responsible experience in administration, finance, human resources management, operations or related area. Experience in client relations, conducting outreaches, training and database management is an advantage.
- **Language:** English and French are the working languages of the United Nations. For this post fluency in oral and written English and French is required.

HOW TO APPLY

1. Interested and qualified applicants should submit their applications **with cover letter** together with the United Nations Personal History form ([P-11](#)) and/or CV.
2. Submit applications by following method only:
3. **By Hand: Deliver to: MONUSCO FIELD OFFICES, MONUSCO-Kinshasa and MONUSCO-Goma (TMK and IEHQ)**
4. All applicants **MUST** indicate the MONUSCO Job Opening number for which they are applying, on the sealed envelope. e.g. **ADMINISTRATIVE ASSISTANT, GL-6 MONUSCO/29/ADM/2016**
5. **In line with the UN policy on gender balance, FEMALE CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY.**
6. Applications received after the deadline will NOT BE ACCEPTED.
7. ONLY successful applicants will be contacted for WRITTEN SUBSTANTIVE and COMPETENCY BASED ASSESSMENTS.

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON BANK ACCOUNTS.