
UNITED NATIONS VERIFICATION MISSION IN COLOMBIA JOB OPENING

Internal / External

Job Title & Level:	Administrative Assistant, G5
Department/Office:	UN Verification Mission in Colombia, Supply Chain Management Section
Location:	BOGOTA, COLOMBIA
Posting Period:	07 September- 21 September 2021
Job Opening Number:	UNVMC-NJO-2021-018- One year Fixed-Term appointment with possibility of extension

IMPORTANT NOTE:

In order to implement the United Nations System-wide Gender Parity Strategy, female candidates are encouraged to apply

The Human Resources Unit invites all interested and qualified candidates to apply to the announced position. All interested candidates should submit their applications using the P11 form, which can be found at <https://colombia.unmissions.org/empleo>, or Personal History Form (PHP) (**CVs will NOT be accepted**). Please review that your application, either P-11 or PHP is **properly signed** and has information on your contact details: email address and telephone numbers. You may send your application to the following e-mail address: mcrecruitment@un.org

Please be advised that only applications using the UN P11 or PHP form will be reviewed. Please do not submit any additional certificates/diplomas, employment letters and other documents at this stage of the application process. **Kindly ensure that you include the job opening number for the above position in your e-mail application.** Only short-listed candidates will be contacted.

If you are an internal candidate with a Fixed Term Appointment within the UN Secretariat, please attach the last 2 performance evaluations to your application. If you are employed by an entity of the United Nations Common System, please indicate your category and level.

As per the Secretary General's Gender Parity Strategy, the United Nations Secretariat is committed to achieving 50/50 gender balance. Female candidates are strongly encouraged to apply for this position.

United_for_Gender_Parity. Candidates interested to work for the United Nations Verification Mission in Colombia may wish to check out our Realistic Job Preview videos to get an idea of the living and working conditions in different duty stations in Colombia:

<https://www.youtube.com/playlist?list=PL-8SCKVjg-e3073SwTDG1VQf1oLTWfUQ4>

Organizational Setting and Reporting

This position is located in the United Nations Verification Mission in Colombia. The

Administrative Assistant at this level reports and provides specialized procedural/technical assistance to the Chief Supply Chain Management Service. The Administrative Assistant is responsible for effectively and efficiently managing all administrative matters related to a section/office including human resources management, budget and finance management. In addition to providing general administrative support to the section/office staff.

The incumbent will be responsible to support the implementation and execution of the Supply Chain performance and monitoring within his/her own mission and for data extraction and execution of quality assurance checks for data accuracy, update of performance reports and dashboards.

Responsibilities:

Within the limits of delegated authority, the Administrative Assistant will perform the following duties and responsibilities:

Human Resources Management

- Initiates, processes, monitors, reviews and follows-up on actions related to the administration of the section 's human resource activities. ensuring consistency in the application of regulations and procedures.
- Enters, maintains and certifies administrative data and records for time and attendance, performance appraisal, etc. in electronic information systems.
- Reviews entitlements-related claims and reports.
- Provides advice and guidance to staff with respect to administrative procedures, processes and practices, liaising with central administrative services as necessary.
- Maintains and reviews organizational staffing tables; prints and reviews Umoja reports.

Budget and Finance

- Monitors status of expenditures and allotments through Umoja, records variations, updates budget tables.
- Consolidates data received and provides support to higher-level staff with respect to budget reviews of relevant intergovernmental and expert bodies.
- Reviews status of relevant expenditures and compares with approved budget.
- 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 budget performance submissions.
- Prepares statistical tables and standard financial reports.

General Administration

- Prepares, processes and follows-up on administrative arrangements and forms related to the official travel of staff.
- Drafts routine correspondence.
- Maintains files of rules, regulations, administrative instructions and other related documentation.
- Maintains up-to-date work unit files (both paper and electronic).

- Coordinates extensively with service units and liaises frequently with internal team members both at Headquarters and in the field.
- Performs other related administrative duties, as required, e.g., operational travel programme; monitoring accounts and payment to vendors and individual contractors for services; physical space planning; identification of office technology needs and maintenance of equipment, software and systems; organizing and coordinating administrative arrangements for seminars, conferences and translations.

Contract Administration

- 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 and approved by the UN.
- Processes the payment of contractors' invoices and monitor payments.
- 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.

Performance Monitoring and Data Analysis (Business Intelligence)

- Monitor indicators and provide information to Chief Supply Chain to analyze the Supply Chain performance against established benchmarks and performance targets.
- Collect and provide data for the preparation of performance reports based on the established key performance indicators, matrixes, corporate targets and action plans.
- Coordinate and conduct timely collection of information on supply chain processes, performance and associates root cause analysis for underperformance which help drive business results and enable decision making process.
- Provide support with the development of mission specific KPIs, dashboards for Business Intelligence (BI) by analysing business processes and process improvement opportunities.

Core Values:

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. 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.

Integrity: Demonstrates the values of the United Nations in daily activities and behaviors. Acts without consideration of personal gain. Resists undue political pressure in decision-making. Does not abuse power or authority. Stands by decisions that are in the Organization's interest, even if they are unpopular. Takes prompt action in cases of unprofessional or unethical behavior.

Respect for diversity: Works effectively with people from all backgrounds. Treats all people with dignity and respect. Treats men and women equally. Shows respect for and

understanding of diverse points of view and demonstrates this understanding in daily work and decision-making. Examines own biases and behaviors to avoid stereotypical responses. Does not discriminate against any individual or group.

Competencies:

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 of progress or setbacks in projects; Meets timeline for delivery of products or services to client

Education: High school diploma or equivalent is required.

Technical or vocational certificate in at least one of the following areas is desirable: logistics, supply chain management, business administration or procurement.

Certification in Supply Chain (SCOR-P, CSCP or equivalent) is desirable.

Work Experience: At least five (5) years of experience in administrative services, finance, accounting, audit, human resources, supply chain management, logistics, procurement, or related area.

Experience in Supply Chain performance management is desirable

Experience working with Excel and Data Base Management is desirable.

Experience in sourcing, cleaning and preparing data, selecting and developing visualization/metrics that enable easy communication/interpretation by the users is desirable.

Languages:

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English and Spanish (both oral and written) is required.

United Nations Considerations

Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources,

including but not limited to respect for international human rights and humanitarian law.

Candidates may subject to screening against these standards, including but not limited to whether they have committed or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

No Fee

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.

IMPORTANT: Global General Staff Service Test (GGST) will be required for this position. Long listed candidates will be invited to present the computer based in the Duty Station of this Job Opening. Candidates who are currently serving staff members or former staff members employed within the last 24 months who have passed the Administrative Assessment Support Test (ASAT) in English at UN Headquarters, ECA, ESCWA, UNOV, UNOG, ICTR, or ICTY are exempt from the GGST. If you have passed the ASAT in English in one of the offices listed above, please inform us as soon as possible.