UNITED NATIONS PEACEKEEPING FORCE IN CYPRUS

Mission Circular No. / 2020 - 0588 -

06 November 2020

TO: All UNFICYP, OSASG and CMP Personnel

FROM: Joel Cohen
Chief of Mission Support

SUBJECT: **Job Opening # 141883 –Administrative Assistant (GL5)**

1. Please find herewith, the details for the following job opening:

Post Title	**Office/ Section**
Administrative Assistant, G5, JO# 141883	Supply Chain Management

2. Candidates are required to complete their respective Personal History Profile (PHP) in the Inspira Platform (internal candidates should register and log in through https://inspira.un.org, while external candidates should register and log in through https://careers.un.org) and submit their application through the Inspira platform no later than **3 December 2020.**

3. Applicants are strongly encouraged to follow "Applicant Guide" under the "Manuals" section in Inspira, when completing their Personal History Profile.

NOTE: This message is a notification. Please open/launch the PDF attachment which serves as the only official communication in this respect. Thank you.

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PDF Attachment:

No file attached

Internal Distribution: UNFICYP\unficyp-sasg-cmp-all staff

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cc:

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Status: Drafted

UNITED NATIONS PEACEKEEPING FORCE IN CYPRUS
P.O. BOX 25644, 1311 NICOSIA, CYPRUS – TEL: 357-22-614410 FAX: 357-22-614600

6 November 2020

Post Title:	Administrative Assistant	Work Base:	UNPA
Office:	Supply Chain Management	Category:	General Services
Job Opening#:	141883	Level:	GL-5
Duty Station:	Nicosia HQ and Sectors	Deadline:	3 December 2020
Type of Contract:	Fixed-Term		

For further details related to the Job Opening, interested applicants are encouraged to visit the following link:

https://inspira.un.org/psc/UNCAREERS/EMPLOYEE/HRMS/c/UN_CUSTOMIZATIONS.UN_JOB_DETAIL.GBL?Page=UN_JOB_DETAIL&Action=A&SiteId=1&JobOpeningId=141883&PostingSeq=1

Posting Title	:	ADMINISTRATIVE ASSISTANT, G5
Job Code Title	:	ADMINISTRATIVE ASSISTANT
Department/ Office	:	United Nations Peacekeeping Force in Cyprus
Location	:	NICOSIA
Posting Period	:	4 November 2020-3 December 2020
Job Opening number	:	20-ADM-UNFICYP-141883-R-NICOSIA (M)
Staffing Exercise	:	N/A

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

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Org .Setting And Reporting

This position is located in United Nations Peacekeeping Force in Cyprus, Nicosia. The incumbent will report to Chief of Supply Chain Management Section or her/his designated.

Responsibilities

Human Resources Management

• Processes, monitors, reviews and follows-up on actions related to the administration of the Section's human resource activities e.g. recruitment, placement, relocation, promotion, performance appraisal, liaising with job classification reviews with HRS, separation, training etc., 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 (relevant) staffing tables.

Budget and Finance

• Monitors status of expenditures for the Supply Chain Management Pillar and allotments, records variations, updates budget tables.
• Consolidates data received and provides support to the Chief Supply Chain Management
• Assists with the necessary reviewing of 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 relevant to Supply Chain Management.

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.

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 the 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.

Work Experience

At least five (5) years of progressively responsible experience in administrative services, finance, accounting, audit, human resources or related areas is required.
Experience in an international organization is desirable.
Experience in Enterprise Resource Planning (i.e.SAP) software is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For this position, fluency in English is required. Knowledge of Greek is desirable.

Assessment

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

Special Notice

Applicants in the General Service category shall meet the relevant employment requirements of the host country (Republic of Cyprus), including fulfilling visa or work permit stipulations. The United Nations Secretariat is committed to achieving 50/50 gender balance and geographical diversity in its staff. Female candidates are strongly encouraged to apply for this position.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or

offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places 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. The United Nations Secretariat is a non-smoking environment.

The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the inspira account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

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.