External/Internal Temporary Job Opening

<table>
<thead>
<tr>
<th>TJO No.</th>
<th>MINURSO-22-TJO-02</th>
<th>Date of Issuance:</th>
<th>19 September 2022</th>
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<tbody>
<tr>
<td>Post Title:</td>
<td>Administrative Assistant</td>
<td>Deadline:</td>
<td>25 September 2022</td>
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<td>Section/Unit:</td>
<td>Office of the Special Representative of the Secretary General (OSRSG)</td>
<td>Level:</td>
<td>GL-4</td>
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**DUTIES AND RESPONSIBILITIES**

**Org. Setting and Reporting:**
The position is located in the Office of the Special Representative of the Secretary General (OSRSG) with the United Nations Mission for the Referendum in Western Sahara (MINURSO), Laayoune.

Within delegated authority and under the general supervision of the Chief of Staff, the Administrative Assistant will perform the following duties:

**Human Resources Management:**
Assist in processing and following up on actions related to the administration of the Office’s human resource activities, e.g., recruitment, placement, relocation, job classification reviews, separation, training, etc. Enter and maintain administrative data and records for time and attendance, performance appraisal, etc. in electronic information systems; Provide basic information to staff with respect to administrative procedures, processes and practices; Maintain staffing tables; prints and presents reports; Assist staff with the submission of entitlements, related claims and reports such as travel claims and expense claims.

**Budget and Finance:** Assist in the budget preparations; record expenditures and allotments; record variations; update budget tables; Perform simple calculations; coding and data; Prepare basic statistical tables and financial reports.

**General Administration:** Provide general office support services; receive requests for meetings, schedule appointments and maintain the calendar for the Chief of Staff and the O/COS and O/SRSG staff; follow-up on action deadlines; assist in the preparation of documentation for distribution to various offices; prepare briefing packages as and when required; process and follow-up on administrative arrangements and forms related to the official travel of staff; maintain files of rules, regulations, administrative instructions and other related documentation; maintain up-to-date work unit files in both electronic and hardcopy format; Assist in the management of hospitality budget, activities and resources; Provide logistical support for all O/COS related meetings; submit i-Need service requests for office supplies, work orders, supply for meetings, etc; Liaison with MINURSO relevant sections on administrative and logistical issues; Drafting relevant correspondence; Aids staff members from O/COS in a variety of Umoja related actions, in particular at the Employee Self-Service Module if and when required; perform other duties as required.
# QUALIFICATIONS AND EXPERIENCE

**Education:** High School Diploma or equivalent is required.

**Experience:** A minimum of three (3) years of progressively responsible experience in performing administrative and related duties in a client-oriented office, as well as experience with assisting senior officials in the performance of their duties.

**Language:** Fluency in written and spoken English is required. Knowledge of Arabic and French is desirable.

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# 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. 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.

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# APPLICANTS

- Interested applicants should complete the attached United Nations Personal History form (P.11) in English.
- Applications must be forwarded electronically at the email address: minurso-vacancies@un.org
- Please note that hand carried Applications, incomplete P.11s and Curriculum Vitae (CV) will not be accepted.
- Please indicate the Job Opening number you are applying for in the cover letter.
- Women applicants are strongly encouraged to apply, and in the selection process, preference will be given to equally qualified women candidates.
- Applicants who are short-listed will receive an acknowledgement within one month from deadline for submission of applications.

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.