



Job Opening

Posting Title: Administrative Assistant, G6
Job Code Title: ADMINISTRATIVE ASSISTANT
Department/ Office: Economic and Social Commission for Asia and the Pacific
Duty Station: TEHERAN
Posting Period: 27 February 2019-28 March 2019
Job Opening number: 19-ADM-ESCAP-112503-R-TEHERAN (O)
Staffing Exercise ID: N/A

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

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Org. Setting and Reporting

The mandate of the United Nations Economic and Social Commission for Asia and the Pacific (ESCAP) is to promote sustainable and inclusive development and regional connectivity in the Asian and Pacific region. ESCAP's role as a regional development arm of the United Nations Secretariat is to support its membership with policy oriented research and analysis, normative support and technical assistance and capacity building, to respond to the development priorities and changing needs of the Asian and Pacific region.

The Asian and Pacific Centre for the Development of Disaster Information Management (APDIM) aims to reduce the negative impact of natural hazards, strengthen capacities for disaster information management and enhance regional cooperation and coordination in disaster risk reduction.

This position is located in the Asian and Pacific Centre for the Development of Disaster Information Management, Tehran, the Islamic Republic of Iran. The incumbent reports directly to the Senior Programme Officer.

Responsibilities

Under the direct supervision of the Senior Programme Officer, and the overall supervision of the Director of APDIM, the incumbent is responsible for the following duties:

Human Resources Management

- Assists the Director in overseeing, administering and resolving a variety of issues related to human resource management. Initiates, reviews, processes and follows-up on actions related to the administration of the Centre's human resource activities, e.g., recruitment of staff and consultants, placement, promotion, relocation, performance appraisal, job classification reviews, separation of staff members, training etc., ensuring consistency in the application of UN rules and procedures.
- Responds to enquiries and provides information and advice to staff regarding their entitlements, administrative procedures, processes and practices, conditions of service, duties and responsibilities, and entitlements under the Staff Rules and Regulations.
- Oversees the maintenance of vacancy announcement files and keeps track of status of vacancy announcements. Reviews and processes personnel actions through Umoja.

Accessibility

- Monitors staffing table and prepares relevant statistical data/charts.

Budget and Finance

- Assists in the preparation and review of financial and human resource proposals/requirements. Consolidates budget/work programme with respect to Headquarters' budget, trust funds, grants and procurement.
- Monitors expenditures and compares with approved budget; prepares adjustments as necessary.
- Assists managers in the elaboration of resource requirements for budget submissions.
- Assists in preparation of budget performance submissions and finalization of budget performance reports, analysing variances between approved budgets and actual expenditures
- Prepares or customizes financial reports from Umoja generated reports.
- Co-ordinates with other finance and budget staff on related issues during preparation of budget reports.

General Administration

- Assists the Director in managing the Centre priorities and work flow towards smooth day-to-day operation.
- Drafts routine correspondence to respond to enquiries in respect to relevant administrative, financial audit, personnel matters.
- Coordinates and liaises extensively with colleagues in the Information and Communications Technology and Disaster Risk Reduction Division and other offices and service units.
- Performs other related administrative duties, as required (e.g., quarterly 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 seminars, conferences and translations).
- Provides guidance, training, and supervising the work of junior General Service staff.

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.

Accountability: Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Education

High school diploma or equivalent. A relevant first-level university degree in related field is desirable.

Work Experience

A minimum of seven years of experience in the areas of administration, budget, finance, human resources management or related area is required. Experience in providing administrative support and/or monitoring projects is highly desirable. Experience in working with enterprise resources planning (ERP) is desirable. Experience in the United Nations Common System or international organizations is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English is required. Knowledge of Farsi language is an advantage.

Accessibility

Assessment

Qualified applicants may be evaluated through a competency-based interview and/or other assessment methods.

Special Notice

Appointment against this post is on a local basis; candidates shall be recruited in the country or within commuting distance of the APDIM office, irrespective of nationality and length of time the candidate may have been in the country. If no suitable local candidate is identified, candidates located elsewhere may be considered. The candidate is responsible for any expenses incurred in taking the relevant examinations at the duty station, and of any costs related to travelling and relocating to the duty station in the event of an employment offer.

This is a project-funded position and will be available initially for one year. Any extension of appointment is subject to availability of funding, satisfactory performance and continued availability of the post.

Must have passed the United Nations Global General Service Test (GGST) at Headquarters or an equivalent locally-administered test at Offices Away from Headquarters.

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 or sexual abuse, or crimes other than minor traffic offences, 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.

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.

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.

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