



United Nations
International Strategy for Disaster Reduction
Secretariat, Geneva

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UNISDR Vacancy	
Date of issue: 9 June 2010	ISDR/B/02/2010

Post Title & Level:	Administrative Assistant, G- 5
Duty station:	Brussels, Belgium
Duration:	One year Fixed Term (renewable based on funds availability)
Vacancy Notice number:	ISDR/B/02/2010
Date of Issuance:	9 June 2010
Deadline for applications:	7 July 2010

Remuneration

Depending on professional background, experience and family situation, a competitive compensation and benefits package is offered.

United Nations Core Values:

Integrity • Professionalism • Respect for diversity

Background:

The International Strategy for Disaster Reduction (ISDR) is a multi-disciplinary and multi-stakeholder platform to enable societies to increase their resilience to natural, technological and environmental disasters and to reduce associated environmental, human, economic and social losses. A range of United Nations organizations and international partners participate in cooperation with Governments and civil society organizations.

The implementation of the ISDR is supported by a secretariat lead by the Special Representative of the Secretary-General for Disaster Risk Reduction. The secretariat main functions are policy coordination, advocacy and information management, at the international and regional levels, to ensure synergy between disaster reduction strategies and those in the socio-economic and humanitarian fields.

In January 2005, the World Conference on Disaster Reduction (WCDR, 18-22 January 2005, Kobe, Hyogo, Japan) adopted the *Hyogo Declaration* and the *Hyogo Framework for Action 2005-2015: Building the Resilience of Nations and Communities to Disasters* adopted at the WCDR. The Hyogo Framework constitutes the essential guide for implementation of the International Strategy for Disaster Reduction and represents the key policy framework for reducing risk and to strengthen community resilience.

Responsibilities

Under the overall supervision of the Regional Coordinator, the incumbent is responsible for the following duties:

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, placement, relocation, promotion, performance appraisal, job classification reviews, 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.

Budget and Finance

- Monitors status of expenditures and allotments through established systems, 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 other regions.
- 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, swipe-card access and door keys.

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. Demonstrates professional competence and mastery of subject matter; conscientious and efficient in meeting commitments by observing deadlines and achieving results; motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; calm in stressful situations. Committed to implement 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.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; willing to learn from others; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **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.
- **Creativity:** Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; takes calculated risks on new and unusual ideas; thinks "outside the box"; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.
- **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.
- **Technological Awareness:** Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

Education

Completion of secondary education is required. Supplemental courses/training courses in administration, secretarial duties, accounting or finance are desirable.

Work Experience

A minimum of five years of experience in administrative services, finance, accounting, human resources or related area, preferably some of which should be in the UN. Knowledge of UN rules and regulations in the areas of travel and finances are desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English and French are required. Knowledge of the local languages is an added advantage.

Other skills

Excellent computer skills in Microsoft office are required.

How to apply

Please email the following documents to the ISDR secretariat at isdr.vacancies@un.org:

1. Cover letter, explaining why you consider yourself qualified and motivated for this particular position.
2. Completed personal history profile (P-11 Form). Applicants can download the personal history form by logging into www.unisdr.org/jobs
3. It would be appreciated your stating your full name and the ISDR vacancy notice number (ISDR/B/02/2010) as the subject in your e-mail of application.

Please note that applications received after the deadline will not be accepted.