

Job Title: Information Assistant, G5
Department/ Office: Office for the Coordination of Humanitarian Affairs
Location: GENEVA
Posting Period: 24 January 2012 - 23 February 2012
Job Opening number: 12-PUB-OCHA-22560-R-GENEVA (X)

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

Org. Setting and Reporting

This position is located in the United Nations International Strategy for Disaster Reduction. The incumbent reports to the Chief, Communications and Outreach.

Responsibilities

- Performs a variety of administrative duties (leave recording, meeting organization, reservation, office supply and equipment orders, etc) including preparing and/or processing administrative requests/documents (e.g. travel requests, expense claims, vouchers, visa applications, etc); under minimal supervision, the full range of office management and administrative support functions.
- Manages all UNISDR Publication needs by sourcing printers, selecting and liaising with printers, working with graphic designers, UNOG, proof readers and ensuring scheduled deliveries
- Responds or drafts responses to a wide range of correspondence and other communications; edits and uses standard word processing package to produce a wide variety of documents and reports.
- Carries out quality control on all incoming and outgoing documents; proofreads and edits texts for adherence to format, grammar, punctuation, style and consistency of corporate identify if required.
- Researches, compiles and summarizes background materials for use in preparations of reports, briefs, speeches and missions.
- Provides assistance in the coordination of meetings, trainings, special events and projects
- Ensures smooth and efficient information flow within the unit; prepares and processes confidential information; assists in the development of office administrative systems and procedures.
- Attends meetings when required and prepares minutes, monitors follow-up activities
- Provides assistance with website update; helps write web stories and monitors news for stories that are of interest to the unit or related to the work of UNISDR.
- Responds to information requests and inquiries; ensures that requests for writing i.e. talking points, speeches, Op-eds, news article etc., are accompanied by a request form which requires the requestor to clarify certain key issues to facilitate the work of the writer.
- Assists in the preparation of presentation materials using appropriate and available technology.
- Maintains files (paper and electronic) and databases for unit.
- Liaises with other units and other UN Offices on administrative issues and related new developments; monitors processes and schedules related to the unit's outputs, products, tasks etc.
- Performs other duties as assigned.

Competencies

Core Competencies:

Professionalism:

- Knowledge of internal policies, processes and procedures related to communication, production and dissemination of public information.
- Ability to research information from a variety of sources.

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

Teamwork:

- Works collaboratively with colleagues to achieve organizational goals
- Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others
- Places team agenda before personal agenda
- 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

Education

High school diploma or equivalent. Must have passed the United Nations Administrative Support Assessment Test (ASAT) at Headquarters or an equivalent locally-administered test at Offices Away.

Work Experience

At least five years of experience in general administrative support, information management or related area.

Languages

Fluency in English (both oral and written) is required. Working knowledge of French is desirable.

Assessment Method

A competency based interview and an essay exercise.

Special Notice

Extension of the appointment is subject to the availability of the funds. Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

United Nations Considerations

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.