

UNOPS helps its partners in the United Nations system meet the world's needs for building peace, recovering from disaster, and creating sustainable development. UNOPS is known for its ability to implement complex projects in all types of environments around the globe. In an effort to promote organizational excellence, UNOPS seeks highly qualified individuals for the following position:

Vacancy Details

Vacancy Code	VA/2012/APO/ISDR/FTA/258
Post Title	Administrative Assistant
Post Level	G-5 (Fixed-Term Appointment)
Project Title	UNISDR
Org Unit	UNISDR Regional Office Asia and Pacific
Duty Station	Bangkok, THAILAND
Duration	12 months, with possibility of contract extension
Closing Date	21 February 2012

Background

The International Strategy for Disaster Reduction (ISDR) is a strategic framework, adopted by United Nations Member States in 2000, aiming to guide and coordinate the efforts of a wide range of partners to achieve substantive reduction in disaster losses and build resilient nations and communities as an essential condition for sustainable development.

The United Nations International Strategy for Disaster Reduction (UNISDR) is the secretariat of the ISDR system. The ISDR system comprises numerous organizations, States, intergovernmental and non-governmental organizations, financial institutions, technical bodies and civil society, which work together and share information to reduce disaster risk.

UNISDR serves as the focal point for the implementation of the *Hyogo Framework for Action (HFA)* – a ten year plan of action adopted in 2005 by 168 governments to protect lives and livelihoods against disasters.

UNOPS has been requested to assist in the implementation of this activity.

Duties and Responsibilities

Under the direct guidance and supervision of the Head of the Regional Office for UNISDR Asia and Pacific and the overall corporate guidance of the Chief of Resource Management Section, UNISDR Geneva, the Administrative Assistant provides support to office operations performing a variety of standard administrative processes ensuring high quality and accuracy of work. The Administrative Assistant may take routine decisions on administrative processes based on clearly established guidelines. In performing her/his work, the Administrative Assistant promotes a client, quality and results-oriented approach.

The Administrative Assistant works in close collaboration with Operations, Programme and project staff in the Regional Office, Resource Management Section staff in Geneva, and administrative partners, such as

UNOPS, UNESCAP and UNDP, as well as with staff of other UN agencies to exchange information and ensure consistent service delivery.

Summary of Key Functions:

- Support to the UNISDR portfolio with UNOPS and to the effective integration of this support within the efficient functioning of the regional office
- Support to administrative and logistical services
- Support to contractual services and procurement
- Support to human resources recruitment process (staff and consultants)
- Support to office maintenance and assets management
- Support to financial and budgetary management as well as payment and related financial information with UNOPS

1. Ensures effective and efficient administration of the UNISDR portfolio with UNOPS within the work of the regional office, focusing on achievement of the following results:

- Liaises with UNOPS and other administrative partners as needed to ensure daily administrative operations are undertaken, monitored and gaps identified.
- Maintains hard copy and electronic files, reference materials and confidential records as required.
- Supports the preparation of the budget plan and financial agreements for the UNOPS portfolio
- Reviews and monitors expenditures against the administrative budget for the portfolio, bringing to the attention of the supervisor any problem or discrepancy that warrants further review.
- Prepares human resource, travel authorizations, procurement, payment and human resource requests.

2. Ensures effective administrative and logistical support, focusing on achievement of the following results:

- Initiates, processes, monitors, reviews and follow-ups on actions related to the administration of human resource activities, e.g. recruitment, placement, relocation, performance appraisal, job classification reviews, separation, training, etc. ensuring consistency in the applications of regulations and procedures.
- Enters, maintains and certifies administrative data and records for time and attendance and performance appraisal.
- Provides advice and guidance to staff with respect to administrative procedures, processes and practices, liaising with the administrative partner as necessary.
- Prepares, processes and follows-up on administrative arrangements and forms related to the official travel of staff, experts, and consultants. Monitors travel and tracks expenditures for project.
- Prepares, processes and follows-up on administrative arrangements and forms related to procurement processes including preparation of requisitions, bids or proposals, terms of reference. Reviews all submissions for accuracy.
- Assists with day-to-day administration of contracts between UNOPS and service unit(s).
- Reviews payment of contractors' invoices and monitors payments.
- Reviews all submissions to UNOPS (i.e. expenditure requests, contractual services, travels) to ensure: (a) correct objects of expenditure have been charged and (b) availability of funds.
- Monitors status of expenditures for UNOPS portfolio, identifies variations, and updates budget tables. Assists in the preparation of budget performance submissions and financial agreements. Prepares statistical tables and standard financial reports. Consolidates data received and provides support to higher-level staff with respect to budget reviews.
- Drafts routine correspondence, memoranda, etc. using standard word processing packages.
- Maintains files of rules, regulations, administrative instructions and other related documentation.
- Maintains up-to-date work unit files (both paper and electronic).
- Maintains up-to-date inventory records (both paper and electronic).
- Coordinates extensively with service units and liaises frequently with internal team both at Headquarters and in the field.
- Performs other related administrative duties, as required, e.g. monitoring accounts and payment to vendors and individual contractors for services; identification of technology needs and maintenance

of equipment).

- Follows up on deadlines, commitments made, actions taken and coordination of collection and submission of the reports to the Head of the Regional Office and the Chief, Resource Management Section in Geneva.
- Provides accurate information to individual/unit upon request on administrative steps required and the status of his/her project file. Provides accurate and timely information on processes and pending issues to the concerned individuals/unit.
- Establishes and maintains efficient working relationships with administrative partner(s), work units, staff at headquarters.
- Perform other related duties, as required.

The personnel is responsible to abide by security policies, administrative instructions, plans and procedures of the UN Security Management System and that of UNOPS.

Required Selection Criteria

Competencies

UNOPS Core Values/Competencies

- Integrity
- Professionalism
- Creativity and innovation
- Accountability
- Planning and organizing skills
- Results orientation
- Communications skills
- Teamwork skills
- Client orientation
- Technological awareness

Functional Competencies

Knowledge Management and Learning

- Shares knowledge and experience
- Actively works towards continuing personal learning and development in one or more practice areas, acts on learning plan and applies newly acquired skills

Development and Operational Effectiveness

- Ability to perform a variety of standard specialized and non-specialized tasks and work processes that are fully documented, researched, recorded and reported
- Ability to review a variety of data, identify and adjust discrepancies, identify and resolve operational problems
- Ability to perform work of confidential nature and handle a large volume of work
- Good knowledge of administrative rules and regulations
- Strong IT skills, knowledge of ATLAS
- Ability to provide input to business processes re-engineering, implementation of new systems

Leadership and Self-Management

- Focuses on result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humored even under pressure

Education/Experience/Language

- Completion of secondary school or equivalent.
- At least 5 years of relevant experience in administration or programme support service. Experience in the usage of computers and office software packages (MS Office 2003 and/or newer versions). Experience in handling of web-based management systems.
- Fluency in written and oral English and the language of the duty station required. Knowledge of second UN working language desirable.

Submission of Applications

Qualified candidates may submit their application, including a letter of interest, complete Curriculum Vitae and an updated United Nations Personal History Form (P.11) (available on our website) via e-mail to vacanciesbkk@unops.org. Kindly indicate the vacancy number and the post title in the subject line when applying by email.

Additional Considerations

- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews will be notified.
- Qualified female candidates are strongly encouraged to apply.
- UNOPS reserves the right to appoint a candidate at a level below the advertised level of the post.

For more information on UNOPS, please visit the UNOPS website at www.unops.org.