

Job Title : Staff Assistant, G5

Department/ Office : United Nations International Strategy for Disaster Reduction Secretariat

Location : GENEVA

Posting Period : 17 January 2013-16 February 2013

Job Opening number : 13-ADM-UNISDR-26567-R-GENEVA (X)

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

Org .Setting And Reporting

Created in December 1999, the United Nations Office for Disaster Risk Reduction (UNISDR) is the designated focal point in the United Nations system for the coordination of disaster reduction and to ensure synergies among the disaster reduction activities of the United Nations and regional organizations and activities in socio-economic and humanitarian fields. Led by the United Nations Special Representative of the Secretary-General for Disaster Risk Reduction, UNISDR has over 100 staff located in its HQ in Geneva, Switzerland, and 5 regional offices and other field presences. Specifically, UNISDR coordinates international efforts in disaster risk reduction, and guides, monitors and reports on the progress of the implementation of the Hyogo Framework for Action; campaigns to create global awareness of disaster risk reduction benefits and empower people to reduce their vulnerability to hazards; advocates for greater investments in disaster risk reduction to protect people's lives and assets, and for increased and informed participation of men and women in reducing disaster risk; and informs and connects people by providing practical services and tools such as PreventionWeb, publications on good practices, and by leading the preparation of the Global Assessment Report on Disaster Risk Reduction and the organisation of the Global Platform for Disaster Risk Reduction. This position is located in the Executive Office and the incumbent reports to the Programme Management Officer.

Responsibilities

- Performs, under minimal supervision, the full range of office management and administrative support functions; providing direct support to the Executive Officer and the Programme Management Officer.
- Assist in the processing of consultancy agreements, classification forms and inputting assessments and other information in Inspira.
- Ensures smooth and efficient information flow within the unit; prepares and processes confidential information; assists in the development of office administrative systems and procedures.
- Researches, compiles and summarizes background materials on Human Resources issues and statistics using appropriate technology software.
- Provides assistance in the coordination of meetings, training and other special assignments.
- Orients new staff to relevant

administrative procedures and practices and provides general assistance to other office support staff, as required. • Attends meetings, prepares minutes, monitors follow-up activities. • Responds or drafts responses to a wide range of correspondence and other communications; uses standard word processing package to produce a wide variety of large, complex documents and reports. • Manages, updates and further develops internal databases; updates website; generates a variety of standard and non-standard statistical and other reports from various databases. • Carries out quality control function for outgoing documents; proofreads and edits texts for adherence for format, grammar, punctuation and style. • Responds to complex information requests and inquiries (e.g. answers requests requiring file search, etc.). • Assists in the preparation of presentation materials using appropriate technology/software. • Follow-up on actions assigned to the human resources unit and ensures tracking for completion of outstanding actions from different service providers. • Maintains time and attendance records ensuring that information is correctly entered in IMIS. • Performs a variety of administrative duties (e.g. meeting organization, reservations, office supply and equipment orders, etc.), including processing administrative requests or documents (e.g., travel requests, expense claims, vouchers, visa applications, etc.). • Maintains files (both paper and electronic) and databases for work unit. • Performs other duties as assigned.

Competencies

Core Competencies: Professionalism: Commitment to quality performance, demonstrated use of initiative and ability to apply rules. Ability to research, select, organize and summarize information required by clients. Ability to manage processes, conscientious and efficient in meeting commitments. 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 -Demonstrates openness in sharing information and keeping people informed 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 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

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

A minimum of five years working experience in general office support, human resources, administration or related area is required. Experience working in the UN is an added advantage. Qualifying years of experience are calculated following the receipt of the high school or secondary diploma.

Languages

Fluency in English (both oral and written) is required.

Assessment Method

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

Special Notice

Recruitment for this position is done on a local basis, whether or not the candidate is a resident of the duty station. Passing the Administrative Assessment Support Test (ASAT) at Headquarters or an equivalent recognised locally-administered test at a United Nations Office is a prerequisite for recruitment consideration in the General Service category in the United Nations Secretariat.

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.