



**VACANCY ANNOUNCEMENT
GENERAL SERVICES CATEGORY**

<u>Vacancy Announcement Number</u>	14/GS/INT&EXT/21
<u>Post Number</u>	525897 and 525898
<u>Functional Title and Grade</u>	Administrative Clerk G-4
<u>Department/Service</u>	United Nations International Strategy for Disaster Reduction (UNISDR), Geneva, Switzerland.
<u>Deadline for Applications</u>	28 October 2014

Appointment is on a local basis. The internal and external candidates under serious consideration will be required to pass the UN Administrative Support Assessment Test (ASAT).

A convocation will be sent by email only to candidates who meet the requirements. Qualifying years of experience are calculated following the date of receipt of a high-school diploma or the equivalent certification. Please indicate the percentage of the working period for all jobs.

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

Candidates will be expected to move periodically to new functions throughout their careers and are subject to the assignment by the Secretary-General to any of the activities or offices of the United Nations.

SUMMARY OF MAIN DUTIES

The position is located in the Executive Office of UNISDR, Geneva. The Administrative Clerk will report to the Chief of Office. Within delegated authority, the Administrative Clerk will be responsible for the following duties:

- Establishes pre-encumbrances and miscellaneous obligation documents to cover financial commitment of projects, ensuring correct object codes of expenditure, proper supporting documentation and availability of funds. Prepares financial cables authorizing United Nations Development Programme (UNDP) and other partner agencies to incur expenditures on behalf of UNISDR. Prepares requests for payment of bills to external agencies, remittances to agencies and companies for services provided to projects.
- Compiles all documents necessary to process a grant (signed agreement, minutes of the grant committee, expenditure request) and prepares miscellaneous obligating documents. Follows-up with Focal Points on outstanding reports as per signed agreements.
- Verifies outstanding obligations and assists the supervisor in liquidating obligation balances. Reviews status of relevant expenditures and compares with approved budget. Maintains up-to-date work unit files (both paper and electronic).
- Compiles data and reports for International Public Sector Accounting Standards (IPSAS) data collection and analysis exercises. Compiles data and reports needed for the in-house Enterprise Resource Planning (ERP); E-management tool and Umoja.
- Acts as back up and performs other related administrative duties, as required, e.g., supporting travel and workshop processes; monitoring accounts and payment to vendors; inventory management and reporting; organizing and coordinating administrative arrangements for seminars, conferences and translations.
- Performs other duties as assigned.

CORE COMPETENCIES

Professionalism – Knowledge of general office and administrative support including administrative policies, processes and procedures. 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.

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; 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.

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.

QUALIFICATIONS AND EXPERIENCE

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.

Experience: At least three (3) years work experience in administration and finance, of which 2 preferably within the United Nations.

Language: English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of another official United Nations language is an advantage.

Evaluation method: A written assessment may be conducted, which will be followed by a competency based interview.

HOW TO APPLY :

UN staff members with regular appointments are requested to apply online on the UN Intranet: "UNOG Vacancies", and send their last performance appraisal documents to the Secretariat of the Central Review Bodies, room 243.

External candidates are requested to complete the "Personal History Form" (PHP) (available on the Internet from <https://inspira.un.org> (register now) and submit it, **mentioning the vacancy announcement number**, to the Secretariat of the Central Review Panel, Human Resources Management Service, room 243, 8-14, avenue de la Paix, 1211 Geneva 10, or by fax, no. (022) 9170074. Applications received after the deadline will not be accepted.

Due to the high volume of applications, no letters of acknowledgment will be sent. Only candidates under serious consideration will be contacted. Only the selected candidate will be notified of the result of the competition.

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 IS A NON-SMOKING ENVIRONMENT**

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