

Posting Title : Administrative Officer, P4
Job Code Title : ADMINISTRATIVE OFFICER
Department/ Office : United Nations International Strategy for Disaster Reduction
Secretariat
Location : GENEVA
Posting Period : 17 December 2014-16 January 2015
Job Opening number : 14-ADM-UNISDR-39090-R-GENEVA (X)

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

Special Notice

This post is funded from project funds and extension is subject to availability of funds

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 headquarters 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, UNISDR, Geneva and the incumbent reports to the Chief of the Executive Office.

Responsibilities

- Plans, coordinates and oversees the management of activities of the Conference Services Unit to ensure efficiency and an appropriate level of customer service for planned conferences and other event management across UNISDR offices.
- Advises senior management and staff on logistics, financial and other requirements, negotiates the terms of agreement for

meetings/conferences, and responds to conference service related queries from staff, governments and major stakeholders, and non-UN staff. Human Resource Management: • Initiates and coordinates actions covering the entire span of human resource activities, e.g., recruitment, placement, promotion, performance appraisal, vacancies, job classification reviews, separation of staff members, training, etc., ensuring consistency in the application of UN rules and procedures for the unit. • Manages, guides, develops and trains staff under his/her supervisions. Provides regular briefings. • Provides expert advice with respect to conditions of service, duties and responsibilities, and privileges and entitlements under the Staff Rules and Regulations. • Represents the Department/Unit at Departmental Panels and appointment bodies. • Reviews post incumbency reports for purposes of vacancy management and staffing table control. • Leads, oversees and coordinates the preparation and implementation of the work program and budget to ensure compatibility with work priorities and objectives, taking into account the most effective use of resources. Budget and Finance: • Initiates and conducts studies to improve budget reporting systems and cost-effective utilization of program resources. • Monitors and controls budgetary allocations through regular reviews; drafts routine and ad hoc outputs; and provides effective monitoring reports and data. Identifies deviations from plans and proposes corrective measures. • Establishes and maintains a set of sound policies, procedures, standards and tools which are consistent with UN policy and practice in order to ensure proper resource management and control. General Administration: • Implements and monitors support services, including procurement of supplies and services, transport, travel and traffic, communications, engineering and information technology support and provision of local utilities and service requirements for UNISDR conferences, and events; coordinates with internal and external partners (ie accreditation, registration, security, protocol, interpretation) for a successful delivery of such events. • Develops and implements policies and best practices regarding conference services to meet UNISDR needs and ensuring proper planning, servicing, and monitoring of such events and client satisfaction in collaboration with UNOG counterparts. • Reviews and advises on e requests from UNISDR offices for meetings and manages UNISDR calendar of meetings. • Supervises a staff team and/or provide advice to others on human resource administration, financial administration and management information issues and practices to colleagues. • Produces major/complex reports for management. • Provides expert guidance and leadership to more junior staff. • Performs other related duties as required, e.g., reviews of Secretariat offices and departments at headquarters/missions, operational travel programme, adequacy of departmental space requirements, and technology requirements. • Performs other related work as required. Work implies frequent interaction with the following: Staff within work unit; Human resource, administrative, accounting staff and conference services in missions/offices and Headquarters. Counterparts in other UN agencies. Staff in the Department of Management.

Competencies

Core Competencies: • Professionalism: - Knowledge of administrative, budgetary, financial and human resources policies and procedures. - Knowledge of UNOG conference management services. - Ability to apply various United Nations administrative rules and regulations in work situations. - Conceptual analytical and evaluative skills to conduct

independent research and analysis. - Ability to identify issues, formulate opinions, make conclusions and recommendations. - 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. - Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

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

Accountability:-Takes ownership of all responsibilities and honours commitments-Delivers outputs for which one has responsibility within prescribed time, cost and quality standards-Operates in compliance with organizational regulations and rules-Supports subordinates, provides oversight and takes responsibility for delegated assignments-Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

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

Advanced university degree (Master's degree or equivalent) in business or public administration, finance, accounting, law or related area. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of seven years of progressively responsible experience in administration, finance, accounting, human resources management or related field. UN experience is desirable.

Languages

Fluency in English (both oral and written) is required; knowledge of French is desirable. Knowledge of another UN official language is an advantage

Assessment Method

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

United Nations Considerations

Job openings posted on the Careers Portal are taken off at midnight (New York time) on the deadline date. Applications are automatically pre-screened according to the published evaluation criteria of the job opening on the basis of the information provided by applicants. Applications cannot be amended following submission and incomplete applications shall not be considered. The selected candidate will be subject to a reference checking process to verify the information provided in the application. Applicants are urged to follow carefully all instructions available in the online recruitment platform, Inspira. For more detailed guidance, applicants may refer to the At-a-Glance on "The Application Process" and the Instructional Manual for the Applicants, which can be accessed by clicking on "Manuals" on the upper right side of the browser on Inspira. 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. Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

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.