

# Job Title: ADMINISTRATIVE ASSISTANT

Requisition ID 12374 - Posted 22/10/2021 - General Services - G-5 - South Sudan - Juba - Administration

Post Number : 6SSADM0701RP

Grade : G-5

Parent Sector : Sector For Administration and Management (ADM)

Duty Station: Juba

Job Family: Administration

Type of contract : Fixed Term

Duration of contract : 2 years

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 22-NOV-2021

UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

## ONLY CANDIDATES ENTITLED TO WORK IN SOUTH OF SUDAN CAN APPLY

### OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall delegated authority of the Head of the Office and the direct supervision of the Finance and Administrative Officer, as applicable, the incumbent provides a series of administrative support services in compliance with UNESCO Rules and Regulations, practices, standards and procedures.

In particular:

#### General Accountabilities

- Act as certifying officer up to the authorized limit.
- Draft and prepare routine correspondence, memoranda and non-substantive reports.
- Maintain confidential and general files and establish reference systems.
- Assist in the preparation of budgetary and financial reports, statistics or projections for managers' use.
- Review draft reports, verify overall accuracy and consistency, cross-check consistency of figures.
- May assist in overseeing activities related to office maintenance, security, transport and similar services.
- Provide guidance and interpretation on non-complex administrative rules, regulations and procedures.

#### Finance Accountabilities

- Assist and inform the supervisor on financial status, by using management information systems and reporting.
- Code, record and reconcile accounting transactions.
- Verify and process payments.
- Maintain specific accounts, calculate and compile financial data, prepare routine reports.
- Generate expenditure reports from the automated systems.
- Provide assistance and guidance to staff on basic financial procedures, requirements related to payments, and on banking and currency provisions.

#### Budget Accountabilities

- Monitor and control commitments and expenditures.
- Keep track of budget levels and alert the supervisor and concerned managers to avoid potential shortfalls in funds (validating information and identifies any errors or irregularities).
- Generate expenditure reports from automated information system databases; compile budget data.
- Assist in the preparation, cost estimation and finalization of budget reports, carry out preliminary analysis of variances between budgets and actual expenditures; cross check consistency of figures.
- Identify any other anomalies and errors; alert the supervisor and undertake transactions to correct errors/omissions.

#### HR Accountabilities

- Retrieve and analyse HR-related data from automated systems; alert the supervisor of inconsistencies/ errors and propose corrective action.
- Process salaries, entitlements, claims, non-staff contracts etc. as per to established guidelines and procedures.
- Provide assistance, advice and briefings to newly arrived staff, experts and consultants on basic procedures; assist and support in issues related to visas, identity cards, driving licences and other necessary personnel related documentation in accordance with requirements by the Organization and host country (liaise, as required, with the Ministry of Foreign Affairs).
- Assist in pre-recruitment formalities and provide support on the conduct of the recruitment process; coordinate interview schedules, prepare agenda and documentation.

**Logistics Accountabilities**

- Procurement: assist in initiating procurement action, in the preparation of purchase orders and contracts, monitor status of requisitions and maintain contact with suppliers.
- Travel: assist and provide guidance in preparation of travel plans, review travel claims, prepare travel orders; issue travel advances.
- Assist in all security related matters. May liaise and cooperate with UNDSS on matters related to safety and security.

**COMPETENCIES (Core / Managerial)**

Accountability (C)

Communication (C)

Innovation (C)

Knowledge sharing and continuous improvement (C)

Planning and organizing (C)

Results focus (C)

Teamwork (C)

Professionalism (C)

For detailed information, please consult the [UNESCO Competency Framework](#).

**REQUIRED QUALIFICATIONS****Education**

- Completed secondary, technical or vocational school.

**Work Experience**

- Minimum five (5) years of relevant professional experience in administrative support tasks.

**Skills/Competencies**

- Excellent interpersonal communication skills including drafting skills.
- Good organizational and coordination skills.
- Discretion, good sense of judgement and capacity to deal efficiently and tactfully with people of different cultural backgrounds.
- Ability to contribute to team-building and to provide quality and timely support and services.
- Flexibility to adjust work schedules and priorities.
- Excellent IT skills with proficiency in the use of MS Office (Outlook, Word, Excel, PowerPoint, etc.).

**Languages**

- Excellent (oral and written) knowledge of English.

**DESIRABLE QUALIFICATIONS****Education**

- Training/certification in accounting, finance or administration.

**Work Experience**

- Experience in international organizations or United Nations agencies.

**Skills/Competencies**

- Knowledge of website content management systems, social media and newsletters.
- Knowledge of SAP or similar ERP system.

**BENEFITS AND ENTITLEMENTS**

UNESCO's salaries consist of a basic salary and other benefits which may include if applicable: 30 days annual leave, family allowance, medical insurance, pension plan etc.

For more information in benefits and entitlements, please consult [ICSC website](#).

**SELECTION AND RECRUITMENT PROCESS**

Please note that all candidates must complete an on-line application and provide complete and accurate information. To apply, please visit the [UNESCO careers website](#). No modifications can be made to the application submitted.

The evaluation of candidates is based on the criteria in the vacancy notice, and may include tests and/or assessments, as well as a competency-based interview.

UNESCO uses communication technologies such as video or teleconference, e-mail correspondence, etc. for the assessment and evaluation of candidates.

Please note that only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided.

UNESCO applies a zero tolerance policy against all forms of harassment.

UNESCO is committed to achieve and sustain gender parity among its staff members in all categories and at all grades. Furthermore, UNESCO is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities, as well as nationals from non-and under-represented Member States ([last update here](#)) are equally encouraged to apply. All applications will be treated with the highest level of confidentiality. Worldwide mobility is required for staff members appointed to international posts.

UNESCO does not charge a fee at any stage of the recruitment process.