

Administrative Assistant at United Nations Office at Nairobi (UNON)

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Job Description

(adsbygoogle = window.adsbygoogle || []).push({}); The United Nations Office at Nairobi (UNON) is the UN headquarters in Africa and the Director-General of UNON is the representative of the Secretary-General in Kenya. UNON supports programme implementation of the United Nations Environment Programme (UNEP), the United Nations Human Settlements Programme (UN-Habitat) and the Resident Coordination System (RCS) globally, as well as other UN offices in Kenya, by providing administrative, security, conference and information services (

Responsibilities

Initiates, processes, monitors, reviews and follows-up on actions related to the administration of the unit's human resource activities, e.g., recruitment, placement, relocation, promotion, performance appraisal, job classification reviews, separation, training etc., ensuring consistency in the application of regulations and procedures.

Enters and maintains administrative data and records for time and attendance for short-term conference staff without access to the system, performance appraisal, etc. in electronic information systems.

Reviews entitlements-related claims and reports.

Provides advice and guidance to staff with respect to administrative procedures, processes and practices, liaising with Human Resources services as necessary.

Maintains and reviews organizational staffing tables; printouts and reviews Umoja HR administration related reports. e.g., monitoring accounts and payment to short-term conference staff and individual contractors for services rendered this includes, amongst other things, checking payments for correctness and communicating discrepancies to relevant processing offices and supervisors.

Creates electronic contracts in accordance with agreed fee structure.

Monitors that submission deadlines are met and completed work is received from the contractors and discuss any problems with the supervisor.

Create shopping carts in Umoja to process payments for individual contractors and consultants.

Advises substantive offices, travelers and other relevant staff of arrival information requesting arrangements to be made accordingly.

Assists in obtaining security clearances for short-term conference staff.

Assists with the collection and analysis of data as well as preparation of data presentations and reports for information sharing, responding to queries, knowledge management, planning and decision making.

Maintains up-to-date work unit files (both paper and electronic) and other related documentation.

Responds to queries from staff members and third parties.

Assists with the collection and analysis of data as well as preparation of data presentations and reports for information sharing, responding to queries, knowledge management, planning and decision making.

Assists with visualizations and updating information material such as web pages or brochures.

Performs other duties as required.

Requirements

Competencies

PROFFESIONALISM: Ability to perform a broad range of administrative functions; Ability to apply knowledge of various United Nations administrative rules and regulations in work

situations; The ability to perform analysis, modeling and interpretation of data in support of decision-making; 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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.

PLANNING & ORGANIZING: Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments; Adjusts priorities as required; Monitors and adjusts plans and actions as necessary; Uses time efficiently. 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

Completion of secondary school/High school diploma or equivalent is required.

Additional/supplemental training in budget and finance, administration, programme/project management or accounts is required.

Passing the Global General Service Test (GGST) is a prerequisite for recruitment consideration in the General Services and related categories in the United Nations Secretariat. Successful passing of the Administrative Support Assessment Test (ASAT) in English at the United Nations Headquarters (UNHQ), Economic Commission for Africa (ECA), Economic and Social Commission for Western Asia (ESCWA), United Nations Office at Geneva (UNOG), United Nations Office at Vienna (UNOV), International Criminal Tribunal for Rwanda (ICTR) or International Criminal Tribunal for the former Yugoslavia

(ICTY) may be accepted in lieu of the GGST. The GGST is administered to applicants when required before the administration of a written assessment and/or interview.

Work Experience

A minimum of five years of progressively responsible experience in administration, budget and finance, programme/project management, accounts or related area is required.

The minimum years of relevant experience is reduced by two years for candidates who possess a first level University degree.

Experience using Microsoft Office/Office (Outlook, SharePoint, PowerPoint, Excel), with SAP based Enterprise Resource Planning (ERP) systems such as Umoja or equivalent, is required.

Experience in contract management, HR administrative services is desirable.

Work experience of one year or more in data analytics or related area is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For this position advertised, fluency in English is required. Knowledge of another official United Nations language is desirable.

NOTE: "Fluency equals a rating of "fluent" in all four areas (read, write, speak, understand) and " Knowledge of" equals a rating of "confident" in two of the four areas.

Two years or more of experience in data analytics or related area is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English is required. Knowledge of French is desired.

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