

Temporary Job Opening

Posting Title : Administrative Assistant, GS5

Job Code Title : ADMINISTRATIVE ASSISTANT

Department/ Office : Special Adviser to the Secretary-General on Cyprus

Location : NICOSIA

Posting Period : [ONE WEEK]

Job Opening number : 15/2016

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

Background

Full-fledged negotiations between the leaders of the Greek Cypriot and Turkish Cypriot communities have been ongoing since 2008, under the good offices of the United Nations Secretary-General and facilitated by the Office of the Special Adviser to the Secretary-General on Cyprus (OSASG). The aim of the negotiations is to find a mutually acceptable solution to the Cyprus problem, which will safeguard the fundamental and legitimate rights and interest of Greek Cypriots and Turkish Cypriots. The agreed solution will be put to separate simultaneous referenda.

The role of OSASG (also known as the Good Offices Mission) is to support the Secretary-General's Special Adviser (SASG) on Cyprus, whose mandate is to assist the parties in the conduct of negotiations aimed at reaching a comprehensive settlement of the Cyprus issue.

After the resumption of the talks in May 2015, following a months-long suspension of full-fledged negotiations, meetings have increased in frequency and intensity, with the two sides engaged in an interdependent discussion of all topics.

The negotiations have entered into an intensified phase during which a number of critical preparatory work streams will begin or have already commenced. These work streams include the important areas of economic aspects of the talks and financing of a settlement, preparation for the roll-out of the European Union acquis island-wide, implementation planning as well as a number of legal work streams on treaties, the judiciary, federal laws and constitution drafting. The European Commission and international financial institutions (such as the ECB, IMF and World Bank) have also commenced work in support of the negotiations.

In this regard, the OSASG for Cyprus is currently seeking candidates with the following specific requirements.

Org. Setting and Reporting

The position is located in the Office of the Special Adviser to the Secretary-General on Cyprus, duty station Nicosia.

Within delegated authority, under the general supervision of the Head of Office and a P4 Political Affairs Officer, the Administrative Assistant will be responsible for the following duties:

Responsibilities

Human Resources Management: Assist in processing and following up on actions related to the administration of the Office's human resource activities, e.g., recruitment, placement, relocation, job classification reviews, separation, training etc. Enter and maintain administrative data and records for time and attendance, performance appraisal, etc. in electronic information systems; Provide basic information to staff with respect to administrative procedures, processes and practices; Maintain staffing tables; prints and presents reports; Assist staff with the submission of entitlements related claims and reports such as travel claims and expense claims.

Budget and Finance: Assist in the budget preparations; record expenditures and allotments; record variations; update budget tables; Perform simple calculations; coding and data; Prepare basic statistical tables and financial reports.

General Administration: Provide general office support services; receive requests for meetings with the Head of Office and with OSASG staff, schedule appointments and maintain the calendar for the Head of Office and the OSASG staff; follow-up on action deadlines; assist in the preparation of documentation for distribution to various offices; prepare briefing packages as and when required; process and follow-up on administrative arrangements and forms related to the official travel of staff; maintain files of rules, regulations, administrative instructions and other related documentation; maintain up-to-date work unit files in both electronic and hardcopy format; Assist in the management of hospitality budget, activities and resources; Provide logistical support for all OSASG related meetings; submit ISS requests / i-Need service requests for office supplies, work orders, supply for meetings, etc; Liaison with UNFICYP relevant sections on administrative and logistical issues; Drafting relevant correspondence; Aids staff members from OSASG in a variety of Umoja related actions, in particular at the Employee Self-Service Module if and when required; perform other duties as required.

Competencies

Professionalism: Ability to perform a broad range of administrative functions, e.g., logistics, budget, work programme, human resources, etc. Ability to apply knowledge of various United Nations administrative, financial and human resources rules and regulations in work situations. 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.

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.

Qualifications

Education: High school diploma or equivalent.

Work Experience: A minimum of five (5) years of progressively responsible experience in administration including logistics, finance, accounting, human resources, or other related fields, of which one year within the United Nations is desirable.

Language: Fluency in oral and written English is required. Knowledge of Greek/Turkish is an advantage.

Interested and qualified candidates are encouraged to apply by **specifying vacancy announcement # 15/2016. Candidates must complete the United Nations Personnel History form (P11) in English.** The P.11 form could be downloaded from the UNFICYP website: www.unficyp.org under Employment. Submit applications to:

Chief of Mission Support
Email: unficyp-national-applications@un.org

*Deadline for receipt of applications is 28 July 2016
Preference will be given to equally qualified women candidates.
Only shortlisted candidates shall be contacted by the UNFICYP Human Resources Management Section
Please visit UNFICYP website for full details of the post.*