

Posting Title : TEAM ASSISTANT, G4
Job Code Title : TEAM ASSISTANT
Department/ Office : United Nations Mission in the Republic of South Sudan -
created by GA Resolution 1996 (2011)
Location : Juba
Posting Period : 20 December 2024-18 January 2025
Job Opening number : 24-ADM-UNMISS-249912-R-Juba (M)
Staffing Exercise : N/A

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

Org. Setting and Reporting

This position is located within the Office of Head of Field Office in Central Equatoria State, Juba, United Nations Mission in South Sudan (UNMISS). The Team Assistant will report to the Administrative Assistant of Head of Field Office in Central Equatoria State, Juba.

Responsibilities

Under the delegated authority, the Team Assistant shall perform the following duties:

- Provide day to day support to the office of the Head of Field Office (HOFO) in all areas of work such as: initiate, process, monitor/review and follow up actions related to the administration, logistic, finance and human resources activities of the unit :
- Receive and screen all documents (Training applications, Initial recruitment requests, extension requests etc.) before submitting them to the Head of Office for approval/endorsement
- Draft official memos/letters before being reviewed and approved by HoFO.
- Assist in preparation for meetings in HoFO's office.
- Assist in preparation of accommodation requests, travel requests/mop's and security clearances for the office whenever required.
- Consolidate monthly requests for office supplies for the section.
- Maintain the calendar of appointments for the Head of Office.
- Receive visitors to the office of Head of Office and convey the message to Head of Office as accurately as possible.
- Vet and prepare non-UN travel documents in respect to official requirements.

- Receive, compile and act as the focal point for specialized expenditures and hospitality funds for the office of HOFO .
- Provide secretarial and administrative support, guidance and advice to the various substantive sections.
- Prepare and update staff leave plans accordingly.
- Serve as a communication link between the Office of Head of Office and other various offices.
- Establish and maintain proper filing system for the unit.
- Perform other duties as assigned.

Competencies

Professionalism:

Knowledge of human resources management in a large international organization; Demonstrates use of initiative and makes appropriate linkages in work requirements and anticipates next steps. Ability to process memos and administrative documents in the United Nations or similar organizations. 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.

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.

Education

High school or equivalent diploma is required.

Job Specific Qualifications

Diploma/Certificate in office management/business administration is required.

Work Experience

At least three (3) years of relevant experience in administration, office management is required. The minimum year of relevant experience is reduced to one (1) for candidates who possess a first-level university degree or higher.

Experience in driving 4 X 4 vehicles is required.

Experience with other international organizations is desirable

Languages

Fluency in English both spoken and written is required. Fluency in the local language may be essential; knowledge of other languages spoken in South Sudan is an advantage.

Assessment

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

Special Notice

This position is subject to local recruitment pursuant to staff rule 4.4 of the United Nations Staff Rules. Applicants for positions in the General Service and related categories must be authorized to work for the United Nations in the duty station where the position is located. Eligible applicants selected from outside the duty station are responsible for any expenses in connection with their relocation to the duty station. Staff members subject to local recruitment are not eligible for allowances or benefits exclusively applicable to international recruitment.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff, as per the Secretary General's Gender Parity Strategy. Female candidates are strongly encouraged to apply for this position.

This post is located in Juba. Please note that anyone selected will be required to report for duty in that location on the agreed date and will also be expected to arrange their own accommodations. There is no UN provided accommodation. If the selected candidate is unable to report to the identified Duty Station, the contract will be considered void.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places 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. The United Nations Secretariat is a non-smoking environment.

Reasonable accommodation may be provided to applicants with disabilities upon request, to support their participation in the recruitment process.

By accepting a letter of appointment, staff members are subject to the authority of the Secretary-General, who may assign them to any of the activities or offices of the United Nations in accordance with staff regulation 1.2 (c). Further, staff members in the Professional and higher category up to and including the D-2 level and the Field Service category are normally required to move periodically to discharge functions in different duty stations under conditions established in ST/AI/2023/3 on Mobility, as may be amended or revised. This condition of service applies to all position specific job openings and does not apply to temporary positions.

Applicants are urged to carefully follow all instructions available in the online recruitment platform, inspira, and to refer to the Applicant Guide by clicking on "Manuals" in the "Help" tile of the inspira account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion,

revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

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.