

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 : Wau
Posting Period : 23 January 2025-21 February 2025
Job Opening number : 25-ADM-UNMISS-251676-R-Wau (M)
Staffing Exercise : N/A

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

Org. Setting and Reporting

This position is in the Office of the Field Administrator, the United Nations Mission in South Sudan (UNMISS), Wau. The incumbent will work under the overall guidance of the Field Administrative Officer.

Responsibilities

Within delegated authority, the Team Assistant G-4 shall perform the following duties:

- Draft responses to routine correspondence and other communication; use standard software document processing packages to produce a wide variety of large, complex documents and reports.
- Monitor processes and schedules related to the unit's/section's outputs, products, tasks.
- Assist in researching, compiling, and organizing information and reference materials from various sources for reports, work plans, studies, briefings, meetings/conferences.
- Assist in generating of a variety of reports, work orders, etc., using various databases.
- Assist the supervisor review documents and edit texts for accuracy, grammar, punctuation, and style, and for adherence to established standards for format.
- Screen phone calls and visitors; respond to moderately complex information requests and inquiries. Refer inquiries to appropriate personnel for handling.
- Provide secretarial, administrative and logistics support to meetings, boards, committees, conferences.
- Assist in the preparation of presentation materials using appropriate technology/software.
- Maintain calendar/schedules, monitor changes, and communicate relevant information to appropriate staff inside and outside the immediate work unit/section.

- Perform data entry functions.
- Review, record, distribute and/or process mail and other documents, follow-up on impending actions.
- Perform general administrative tasks (e.g., leave and attendance recording, arrangements for meetings and other events, reservations, budget follow-up.
- Prepare and process administrative requests/documents (e.g., requisitions, purchase orders, travel requests, contracts, expenditure authorizations, visa applications, etc.).
- Maintain files (both paper and electronic) and databases for work unit/section.
- Operate and maintain a variety of office equipment in the performance of basic office functions, e.g., photocopier, facsimile, printer, scanner, etc.
- Provide guidance to less experienced staff on general office processes and procedures, computer applications, etc.

Competencies

Competencies:

Professionalism: Shows pride in work and 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:

Ability to establish and maintain effective working relations with people of different national, linguistic and cultural backgrounds with sensitivity and respect for diversity. Willingness to solicit inputs and learn from others, to place team agenda before personal agenda. Willingness to share credit for team accomplishments and 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• Performing other duties as assigned.

Education

High school diploma or equivalent is required.

Job Specific Qualifications

Work Experience

A minimum of three (3) years of relevant work experience in administration or related area 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 general office support or related area is desirable

Languages

English and French are the working languages of the United Nations Secretariat. For the position (s) advertised, fluency in English is required. Knowledge of other local language is desirable.

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 Wau. 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.