

Job Title : ADMINISTRATIVE ASSISTANT, G6
Department/ Office : United Nations Environment Programme
Location : ATHENS
Posting Period : 30 October 2012-29 November 2012
Job Opening number : 12-ADM-UNEP-25599-R-ATHENS (E)

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

Org .Setting And Reporting

The United Nations Environment Programme (UNEP) is the United Nations systems designated entity for addressing environmental issues at the global and regional level. Its mandate is to coordinate the development of environmental policy consensus by keeping the global environment under review and bringing emerging issues to the attention of governments and the international community for action. UNEP's Division of Environmental Policy Implementation (DEPI) works with international and national partners, providing technical assistance and advisory services for the implementation of environmental policy, and strengthening the environmental management capacity of developing countries and countries with economies in transition. This post is located in UNEP/DEPI at the Athens duty station. Under the direct supervision of the Admin/Fund Management Officer, the Administrative Assistant will carry out the following duties:

Responsibilities

1. Human Resources Management: Initiates, reviews, processes and follows-up on actions related to the administration of the Unit's human resource activities, e.g., recruitment of staff and consultants, placement, promotion, relocation, performance appraisal, job classification reviews, separation of staff members, training etc., ensuring consistency in the application of UN rules and procedures. Responds to enquiries and provides information and advice to staff regarding their entitlements, administrative procedures, processes and practices, conditions of service, duties and responsibilities, and entitlements under the Staff Rules and Regulations. Oversees the maintenance of vacancy announcement files and keeps track of status of vacancy announcements. Reviews and processes personnel actions through Integrated Management Information System (IMIS). Monitors staffing table and prepare relevant statistical data/charts. 2. Budget and Finance: Assists in the preparation and review of financial and human resource proposals/requirements. Consolidates budget/work programme with respect to Headquarters' budget, trust funds, grants and procurement. Monitors expenditures and compares with approved budget; prepares adjustments as necessary. Assists managers in the elaboration of resource requirements for budget submissions. Assists in preparation of budget performance submissions and finalization of

budget performance reports, analysing variances between approved budgets and actual expenditures. Prepares or customizes financial reports from IMIS system generated reports. Co-ordinates with other finance and budget staff on related issues during preparation of budget reports. 3. General Administration: Drafts routine correspondence to respond to enquiries in respect to relevant administrative, financial audit, personnel matters. Coordinates extensively with service units and liaises frequently with internal team members both at Headquarters and in the field. Performs other related administrative duties, as required (e.g., operational travel programme; monitoring accounts and payment to vendors and individual contractors for services; physical space planning; identification of office technology needs and maintenance of equipment, software and systems; organizing and coordinating seminars, conferences and translations). Perform other related duties as required.

Competencies

Professionalism: Ability to perform a broad range of administrative functions, e.g., budget/work programme, human resources, database management, 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; 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. **Planning and 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. **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; meets timeline for delivery of products or services to client. **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.

Education

Completion of secondary school is required. Technical training in the field of human resources and/or budget and finance would be an asset.

Work Experience

At least seven years of experience in administrative services, finance, accounting, audit, human resources or related area.

Languages

English and French are the working languages of the United Nations Secretariat. For this post fluency in English is required. Working knowledge of French is an asset. Knowledge of another official United Nations language is an advantage.

Assessment Method

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

Special Notice

Appointment against this post is on a local basis. External candidates will be considered only when no suitable internal candidate from the duty station is identified. The candidate is responsible for any travel expenses incurred and visa or work permit issues in order to take-up the appointment. Staff Members are subject to the authority of the Secretary-General and to assignment by him or her. All staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

United Nations Considerations

The United Nations shall place 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. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON BANK ACCOUNTS.