



## TEMPORARY JOB OPENING ANNOUNCEMENT

**FS-6**

TJO Grade Level<sup>1</sup>

**Administrative Officer**

Functional Title

**ONUCI, Security Section**

Department/Office/Division/ Service/Section

**Management and Operations Support Administration**

Job Network and Job Family (See list on page 3-4)\*

**21/01/2015**

Deadline  
(DD/MM/YYYY)

Duty Station: **Abidjan**

Estimated Start Date: **31/01/2015**

Duration of need: **30 June 2015**

Open to External Candidates? YES  NO

### *DUTIES AND RESPONSIBILITIES*

This position is located in the United Nations in peacekeeping operations, special political missions, and other field operations. The Administrative Officer usually reports directly to the Head of the Unit/Section or to the head of the Mission Support Component in the field. In some field offices these positions may carry the title of Chief of the sub-functional administrative service to which they are assigned, e.g., General Services, travel, etc.

Within delegated authority, the Administrative Officer will be responsible for the following duties:

#### Human Resource Management:

- Effectively coordinates actions relative to the administration of human resource activities, ensuring consistency in the application of UN rules and procedures.
  - Provides information on conditions of service, duties and responsibilities, and privileges and entitlements under the Staff Rules and Regulations.
  - Provides guidance and leadership to more junior staff.
- Coordinates Security section's staffing projects and designs plans

#### Budget and Finance:

- Takes the lead with respect to the preparation and implementation of the work programme, ensuring that financial resources are utilized to implement activities in accordance with the Section's Budget and allotments issued.
- Monitors and reviews the work programme and budget by conducting regular and special reviews to assess progress of actual work versus the programme plan.
- Coordinates the production of mission reports.
- Defines requirements and works with systems units with respect to improving budget reporting systems and cost effective utilization of program resources.
- Develops procedures and implements same to ensure that accounting and financial management controls are consistent with UN policy and practice.
- Supervises and/or provides guidance on financial administration and management information issues and practices to colleagues.
- Provides guidance and leadership to more junior staff.

#### General Administration:

- Supervises the administrative unit in Security section
- Participates in the SMT and prepare the minutes
- Oversees the appropriate implementation of the section's performance management system.
- Monitors the attendance preparation for the section

<sup>1</sup> For eligibility and other conditions, please see the Notes at the end of this form.

- Oversees the identification of office technology needs and maintenance of equipment, software and systems.
- Provides guidance and leadership to more junior staff.

## *COMPETENCIES*

- **PROFESSIONALISM** : Knowledge of administrative, budgetary, financial and human resources policies and procedures. Demonstrated in-depth technical knowledge of all aspects of administration with proven analytical skills. Ability to apply various United Nations administrative rules and regulations in work situations. Conceptual analytical and evaluative skills to conduct independent research and analysis. Ability to identify issues, formulate opinions, make conclusions and recommendations. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **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.
- **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.

### *For Managerial Positions:*

## *QUALIFICATIONS*

**Experience:** A minimum of ten (10) years of progressively responsible experience in administration, finance/budget, procurement, or human resources. Experience working in a post-conflict environment outside of your home country is required. Experience with the United Nations-system administrative, budgetary, and human resources policies and practices, as well as the staff and financial regulations and rules is desirable. Knowledge of Security field is desirable. Supervisory experience is required.

The minimum years of relevant experience is reduced to five (5) years for candidates who possess a first level University Degree.

**Education:** High school or equivalent diploma is required. Technical or vocational certificate in business or public administration, finance, human resources management, accounting or related area is a requirement. Security certification Programme (SCP) is desirable.

**Languages:** English and French are the working languages of the United Nations Secretariat. Fluency in both English and French, (both oral and written) is required; Knowledge of another UN official language is an advantage.

**Other Skills:**

**ADDITIONAL COMMENTS**

**DOCUMENTS REQUIRED:**

- Cover Letter
- Personal History Profile (visit <https://inspira.un.org> to generate a PHP)
- Proof of required academic credentials (for external applicants)
- Employment verification letter from most recent employer (for external applicants)
- Last two completed Performance Appraisal or two Reference Letters for external applicants
- Other:

**ALL SUBMISSIONS TO BE SENT TO:**

Contact Name: Coulibaly Losseni Email Address: coulibaly48@un.org

Copy (cc): Appell Stephanie Email Address: appell@un.org

**\* Hiring Manager/Recruiter, please choose from the list of Job Networks the appropriate Job Family:**

<b><u>ECONOMIC AND SOCIAL DEVELOPMENT</u></b> Economic Affairs Environment Affairs Population Affairs Statistics Social Sciences Public Administration Programme Management Science and Technology Drug Control and Crime Prevention	<b><u>LEGAL</u></b>  Jurists Legal Affairs Ombudsman
<b><u>MANAGEMENT AND OPERATIONS SUPPORT</u></b> Administration Audit Finance Procurement Human Resources Medical Production, Service & Transport Investment Management Management & Programme Analysis Ethics Engineering Pension Management Logistics	<b><u>PUBLIC INFORMATION AND EXTERNAL RELATIONS</u></b>  Public Information Protocol

<p><b><u>POLITICAL, PEACE AND SECURITY</u></b></p> <p>Political Affairs Humanitarian Affairs Human Rights Civil Affairs Electoral Affairs Rule of Law</p>	<p><b><u>CONFERENCE MANAGEMENT</u></b></p> <p>Conference Services Language</p>
<p><b><u>INFORMATION SYSTEMS AND COMMUNICATION TECHNOLOGY</u></b></p> <p>Information Systems and Technology Information Management</p>	<p><b><u>SAFETY AND SECURITY</u></b></p> <p>Security Safety</p>

**Notes:**

- A current staff member who holds a **fixed-term, permanent or continuing appointment** may apply for temporary positions no more than one level above his or her current grade. However, a current staff member who holds an appointment at the G-6 or G-7 level may also apply to temporary positions in the Professional category up to and including the P-3 level, subject to meeting all eligibility and other requirements for the position. A staff member holding a **temporary appointment** shall be regarded as an external candidate when applying for other positions, and may apply for other temporary positions at any level, subject to staff rule 4.16 (b) (ii). Therefore, a staff member holding a temporary appointment in the General Service or related categories may only apply to positions within those categories. For full information on eligibility requirements, please refer to section 5 of [ST/AI/2010/4/Rev.1](#) on Temporary Appointments. In its resolution 66/234, the General Assembly further “*stressed that the Secretary-General should not recur to the practice of temporarily filling posts in the Professional and higher categories with General Service staff members who have not passed the General Service to Professional category examination other than on an exceptional basis, and requests the Secretary-General to ensure that temporary occupation of such posts by the General Service staff shall not exceed a period of one year, effective 1 January 2013...*” Consequently, eligible candidates in the General Service or related categories for temporary job openings in the Professional category that have not passed the competitive examination may be selected only on an exceptional basis endorsed by the Office of Human Resources Management where no other suitable candidate could be identified.
- Subject to the funding source of the position, this temporary job opening may be limited to candidates based at the duty station.
- While this temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post. An external candidate selected for this position is bound by the prevailing condition of the staff selection system under [ST/AI/2010/3](#), as amended, and [ST/AI/2010/4/Rev.1](#). A staff member holding a temporary appointment who is recruited in the Professional and above categories on a temporary appointment, and placed on a position authorized for one year or longer may not apply for or be reappointed to his/her current position within six months of the end of his/her current service. This provision does not apply to staff members holding temporary appointments and placed on positions authorized for one year or more in duty stations authorized for peacekeeping operations or special political missions.
- The expression “Internal candidates”, shall mean staff members who have been recruited after a competitive examination under staff rule 4.16 or after the advice of a central review body under staff rule 4.15.
- Please note that candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.
- For information on special post allowance, please refer to [ST/AI/1999/17](#). For more details on the administration of temporary appointments please refer to [ST/AI/2010/4/Rev.1](#).
- The Staff Regulations, Staff Rules and administrative issuances governing staff appointments can be viewed at: [http://www.un.org/hr\\_handbook/English](http://www.un.org/hr_handbook/English) .