

Posting Title : SENIOR STAFF ASSISTANT (To the Executive Director)
TJO, 6 Months, G6
Job Code Title : STAFF ASSISTANT
Department/ Office : United Nations Human Settlements Programme
Location : NAIROBI
Posting Period : 26 August 2016 - 22 September 2016
Job Opening number : 16-ADM-UNHABITAT-65969-J-NAIROBI (O)
Staffing Exercise : N/A

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

Special Notice

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 section 5.7 below and 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/2010/4Rev.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.• Upon separation from service, including, but not limited to, expiration or termination of, or resignation from, a fixed-term, continuing or permanent appointment, a former staff member will be ineligible for re-employment on the basis of a temporary appointment for a period of 31 days following the separation. In the case of separation from service on retirement, a former staff member will be ineligible for re-employment for a period of three months following the separation. This equally applies, mutatis mutandis, with respect to a former or current staff member who has held or holds an appointment in another entity

applying the United Nations Staff Regulations and Rules and who applies for a temporary position with the Secretariat. • 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

Org. Setting And Reporting

This position is located in the office of the Executive Director, UN-Habitat at the Nairobi duty station. Supervised by the Chief and working directly with the Under-Secretary-General (USG) and Executive Director (ED), the staff member provides administrative, management and secretarial support of a high level and quality to the ED and between that office and the rest of the agency.

Responsibilities

Within delegated authority, the Senior Staff Assistant's responsibilities will include the following duties:

- Assists in the overall administration of the department i.e. provides substantive and administrative support in managing priorities and work flow of the ED and of the work unit; coordinates and monitors multiple and diverse activities and work processes.
- Compiles and analyze basic data from a variety of sources, summarizing and presenting conclusions for review by manager.
- Serve as a communication link between ED and senior staff; on behalf of the ED keeps others informed by conveying directives, reports, status updates and other relevant information
- Takes full responsibility for time management and scheduling on behalf of the ED with appropriate consultation as required; Effectively prioritizes and resolves related conflicts and

competing demands.

- Undertakes representational duties on behalf of the ED, to include serving as first point of contact and liaison with senior official internally and externally.
- Screens and prioritizes all incoming correspondence; Compiles relevant background documents and references; Identifies issues requiring the ED's attention and refers others to relevant officer for appropriate disposition; Monitor and follow-up on actions to be taken.
- Research, compiles and summarizes background materials for use in preparation of reports, briefs and speeches.
- Independently handle a wide range of complex information requests and inquiries; Responds or drafts responses to a diverse range of correspondence and other communications.
- Supports the ED in presentation to intergovernmental bodies and other meetings, researching issues preparing briefing notes, slides and subject files, gathering relevant document etc.
- Improves administrative procedure and systems to ensure smoothing functioning of the department.
- Oversees work of office support staff; Establish priorities and deadlines, assigns work and reviews outputs upon completion; Trains office support staff in administrative, protocol and other relevant procedures.
- Organizes official reception, meetings etc handling all necessary arrangements.
- Prepares, processes and classifies confidential information.
- Handles a wide range of administrative duties/processes.
- Exercises quality control functions for all outgoing documents; proofreads and edits text for adherence for format, grammar, punctuation and style.
- Manages, updates and develops internal databases; updates websites; Generates a variety of standard and non-standard statistical and other reports from various databases.
- Perform other duties as assigned.

Competencies

- **Professionalism:** Ability to perform a broad range of administrative functions e.g. budget/work programme, human resources, database management; Ability to apply knowledge of various United Nations administrative, financial and human resources rules and regulations in work situation; 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.
- **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.
- **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.

Education

Completion of secondary education required. Supplementary training in administration, secretarial duties, finance or related studies desirable.

Work Experience

At least seven years of experience in administrative services, finance, human resources or related area. Experience working for senior official in UN system involving contact with diplomatic personnel and various high offices of Secretariat is desirable.

Languages

English and French are the working languages of the UN secretariat. For this post, fluency in oral and written English is required. Knowledge of another official United Nations language is an advantage.

Assessment

Evaluation of qualified candidates for this position may include a substantive assessment which may be followed by a competency-based interview.

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, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.