
JOB POSTING DETAILS

Posting Title:	SENIOR STAFF ASSISTANT, GL-6
Job Code Title:	SENIOR STAFF ASSISTANT
Opening Number:	OSESGY-2021-NJO-006
Department/Office:	Office of the Special Envoy of the Secretary-General for Yemen
Location:	Amman, Jordan
Type of Contract:	Fixed-Term
Duration of Contract:	One (1) Year Renewable
Posting period:	28 July – 6 August 2021

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

Special Notice:

The Office of the Special Envoy of the Secretary General for Yemen invites all interested and qualified candidates to apply for the announced position. All interested candidates should submit their applications (Personal History Profile – P11) to the Recruitment Unit via email OSESGYrecruitment@un.org.

Important Notice: Applicants are required to submit only the P-11 form at this time since OSESGY is not able to consider a Curriculum Vitae or Resume. Therefore, *only applications made via the UN P-11 form will be considered*. Additionally, please do not submit any supporting documents such as diplomas / educational certificates. These documents will be requested only from those candidates who have successfully passed the assessment / interview process.

Org. Setting and Reporting:

This position is located in the Front Office of the Office of the Special Envoy of the Secretary-General to Yemen (OSESG-Yemen) in Amman. The Staff Assistant will report to the Special Envoy.

Responsibilities:

The Staff Assistant is responsible for effectively and efficiently providing support to the Front Office and within the limits of delegated authority, will perform the following duties:

- Assists in the overall administration of the section/unit, i.e. provides substantive and administrative support in managing priorities and work flow of the manager and of the work unit; coordinates and monitors multiple and diverse activities and work processes to ensure that management directives and decisions are properly carried out and products delivered in a timely manner.
- Compiles and analyzes basic data from a variety of sources, summarizing and presenting conclusions for review by manager.
- Serves as a communications link between supervisor and senior staff; on behalf of supervisor, keeps others informed by conveying directives, reports, status updates and other relevant information; brings sensitive and urgent matters to the attention of the manager.
- Takes full responsibility for time management and scheduling on behalf of manager with appropriate consultation as required; effectively prioritizes and resolves related conflicts and competing demands.
- Undertakes representational duties on behalf of the manager, to include serving as first point of contact and liaison with senior officials internally and externally.
- Screens and prioritizes all incoming correspondence; compiles relevant background documents and references; identifies issues requiring the manager's attention and refers others to relevant officer for appropriate disposition; monitors and follows-up on actions to be taken.
- Researches, compiles and summarizes background materials for use in preparation of reports, briefs, speeches, etc; scan reports from specialized agencies, as well as newspapers, magazine, periodicals and other information sources to identify articles of interest to the manager.
- Independently handles a wide range of complex information requests and inquiries (e.g. answer requests requiring file or other research); responds, or drafts responses, to a diverse range of correspondence and other communications.
- Supports the manager in presentations to intergovernmental bodies and other meetings, researching issues, preparing briefing notes, slides and subject files, gathering relevant documentation, etc.
- Establishes/improves administrative procedures and systems to ensure smooth functioning of the department, including filing (paper and electronic) systems.
- Oversees work of office support staff; establishes priorities and deadlines, assigns work and reviews outputs upon completion; trains office support staff in administrative, protocol and other relevant procedures.
- Organizes official receptions, meetings, etc., handling all necessary arrangements (e.g. room reservations, guest/participant lists, invitations, catering, seating arrangements, background documentation, special equipment, etc.).
- Prepares, processes and classifies confidential information.
- Handles a wide range of administrative duties/processes (e.g. leave and attendance records, timesheets, travel arrangements, visa applications, expense statements, telecommunications

charges, equipment purchase, service and supply requisitions, conference room bookings, etc.).

- Exercises quality-control function for all outgoing documents; proofreads and edits texts for adherence for format, grammar, punctuation and style.
- Uses standard word processing package to produce a wide variety of large, complex documents and reports.
- Manages, updates and further develops internal databases; updates website; generates a variety of standard and non-standard statistical and other reports from various databases.
- Performs other duties as assigned.

Core Competencies:

Professionalism: Knowledge of general office and administrative support including administrative policies, processes and procedures. 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 the audience; Demonstrates openness in sharing information and keeping people informed.

Planning and Organizing: Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments and 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:

A High School Diploma or equivalent is required.

Work Experience:

A minimum of seven (7) years of progressively responsible experience in the field in administrative services or other related area is required.

- Performance of administrative and secretarial functions for senior officials involving wide contact with diplomatic personnel and various high offices is required.
- A minimum of two years of experience working in an international organization or non-governmental organization required.
- Previous experience in working in a Front Office is desirable.

- Proficiency in various MS Office applications (Excel, Word) and other IT applications is required.

Languages:

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English and Arabic (both oral and written) is required.

Assessment Method:

Evaluation of qualified candidates may include an assessment exercise which may be followed by 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.