

Posting Title : ADMINISTRATIVE ASSISTANT, G5  
Job Code Title : ADMINISTRATIVE ASSISTANT  
Department/ Office : United Nations Environment Programme  
Location : BONN  
Posting Period : 16 October 2015-15 November 2015  
Job Opening number : 15-Administration-UNEP-44344-R-BONN (E)

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

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### **Special Notice**

Recruitment for this position is done on a local basis, whether or not the candidate is a resident of the duty station.

### **Org .Setting And Reporting**

The United Nations Environment Programme (UNEP) is the leading global environmental authority that sets the global environmental agenda, promotes the coherent implementation of the environmental dimension of sustainable development within the United Nations system and serves as an authoritative advocate for the global environment. The Division of Early Warning and Assessment (DEWA) provides timely, scientifically credible, policy-relevant environmental analyses, data and information for decision-making and action planning for sustainable development. It monitors, analyzes and reports on the state of the global environment, assesses global, regional and national environmental trends and provides early warning of emerging environmental threats. The Division works closely with a large number of partners and collaborating centres in all regions of the world, and has established functional networks for data, information, assessments and capacity development. Established in April 2012, the Intergovernmental Platform on Biodiversity and Ecosystem Services (IPBES) has a membership of over 100 Governments (see [www.IPBES.net](http://www.IPBES.net)) and seeks to respond to the needs of governments and other stakeholders to strengthen the science-policy interface on biodiversity and ecosystem services. Members of the Platform have agreed that the secretariat of the Platform will be located in Bonn, Germany. This post is located in UNEP/DEWA at the Bonn duty station. Under the overall supervision of the Administrative Officer, the incumbent assists in providing to the IPBES secretariat administrative support in the areas of travel and general procurement.

### **Responsibilities**

Within delegated authority, the incumbent may be responsible for the following duties:TRAVEL: Estimates cost of all authorized travel (staff, consultants and participants);

raises travel authorizations; checks and processes claims for reimbursement of travel expenses; follows-up on travel claim payments; Liaises with airlines or travel agency to make reservations and requests issuance of tickets; Provides information to staff and consultants on the most direct and economical route, collects information, checks availability of funds and drafts travel plan for the approval of the Executive Secretary; Prepares subsistence payment rosters, related cost estimates and miscellaneous obligating documents (MODs) for travel related to meetings and conferences; arranges subsistence payment to participants during IPBES meetings and prepares related financial reports; Drafts communications related to above duties, maintains chronological travel and other files and performs other administration services; Reviews of travel claims and supporting documentation for completeness, accuracy, reasonableness, validity, and conformity with UN Rules. PROCUREMENT: Assist in obtaining information/documentation as required; to process procurement requests; Assist in gathering information to produce tender documents (e..g. Invitations to Bids, Requests for Proposals and Requests for Quotation) based on the nature of requirements and cost of procurement involved; Performs other related duties, as assigned.

### **Competencies**

Professionalism: 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. 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; Monitors and adjusts plans and actions as necessary; Uses time efficiently. 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; Keeps clients informed of progress or setbacks in projects; Meets timeline for delivery of products or services to client;

### **Education**

Completion of secondary school is required. Supplementary and commercial training in general office support or related area is required. Excellent computer skills including the use of spreadsheet software and Excel is desirable. A sound knowledge of all aspects of the governing UN rules, regulations and procedures for the work essential. MUST have passed the United Nations Administrative Support Test (ASAT) or the Global General Service Test (GGST) at Headquarters or at Offices Away from Headquarters (OAHs).

### **Work Experience**

A minimum of five years of experience in general office support or related area, including a minimum of 2 years of experience within the United Nations is required.

## **Languages**

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Working knowledge of another UN language is desirable.

## **Assessment Method**

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

## **United Nations Considerations**

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. 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. Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the At-a-Glance on "The Application Process" and the Instructional Manual for the Applicants, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of inspira account-holder homepage. Applications are pre-screened by the system according to the published requirements of the job opening on the basis of the information provided in the application. In relation to the requirements of the job opening, applicants must provide complete and accurate information pertaining to their qualifications, including their education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application. Job openings advertised on the Careers Portal will be removed at midnight (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.