

Job Title : Administrative Assistant (Project Post), G6
Department/ Office : United Nations Environment Programme
Location : BONN
Posting Period : 4 July 2013-3 August 2013
Job Opening number : 13-ADM-UNEP-28856-R-BONN (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. Established in April 2012, the Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services (IPBES) has a membership of over 100 Governments (see www.IPBES.net), and seeks to respond to the needs of governments and other stakeholders to assess the state of knowledge, identify knowledge gaps, support policy, and build capacity 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 established in Bonn, Germany. Located in the IPBES Secretariat, which is administered by the United Nations Environment Programme, the Programme Assistant will report to the IPBES Secretary.

Responsibilities

Human Resources Management•Initiates, reviews, processes and follows-up on actions related to the administration of the Secretariat'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

IMIS. •Monitors staffing table and prepare relevant statistical data/charts. Budget and Finance •Assists in the preparation and review of financial and human resource proposals/requirements. •Assists in the elaboration of resource requirements for budget submissions. •Assists in preparation of budget performance submissions and finalization of budget performanceGeneral Administration•Provides administrative support to the IPBES Secretary in performing their functions as head of the IPBES Secretariat. •Drafts routine correspondence to respond to enquiries in respect to relevant administrative, financial audit, personnel matters. •Coordinates extensively with relevant service units and liaises frequently with internal team members. •Performs other related administrative duties, as required (e.g., operational travel programme; physical space planning; identification of office technology needs and maintenance of equipment, software and systems; organizing and coordinating seminars, conferences and translations). •May be responsible for guiding, training, and supervising the work of more junior General Service staff

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; 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. •Accountability: Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Education

Completion of secondary school education is required. Additional technical training in Administration, Office management, human resources etc will be desirable.

Work Experience

A minimum of seven years of progressive responsible experience in finance/accounting, audit, human resources or related area.

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. Knowledge of another UN official language is an advantage.

Assessment Method

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

Special Notice

This is a Project post. The position is open for recruitment for an initial period of one year and may be subject to extension. Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures. All applicants are strongly encouraged to apply on-line as soon as possible after the job opening has been posted and well before the deadline stated in the job opening. On-line applications will be acknowledged where an email address has been provided. If you do not receive an e-mail acknowledgement within 24 hours of submission, your application may not have been received. In such cases, please resubmit the application, if necessary. If the problem persists, please seek technical assistance through the Inspira "Need Help?" link.

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.