

Posting Title : Administrative Assistant (Project Post),G6  
Job Code Title : ADMINISTRATIVE ASSISTANT  
Department/ Office : United Nations Environment Programme  
Location : BONN  
Posting Period : 7 October 2015-6 November 2015  
Job Opening number : 15-ADM-UNEP-47776-R-BONN (X)

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

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### **Special Notice**

Appointment against this position is for an initial period of one year and may be subject to extension. Appointment against this post is on a local basis. External candidates will be considered only when no suitable internal candidate from the duty station is identified. The candidate is responsible for any travel expenses incurred and or visa/work permit issues in order to take the examination at the duty station and to take up the assignment. 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 email 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.

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

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. This position is located in UNEP/DEWA - IPBES Secretariat, Bonn duty station. Under the supervision of the Secretary, IPBES, the incumbent will perform the following:

## **Responsibilities**

**Human Resources Management:** • Initiate, review, process and follow-up on actions related to the administration of the Secretariat's human resource activities, for example, recruitment of staff and consultants, placement, promotion, relocation, performance appraisal, job classification reviews, separation of staff members, training, among others, ensuring consistency in the application of UN rules and procedures. • Respond 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. • Oversee the maintenance of vacancy announcement files and keeps track of status of vacancy announcements. Reviews and processes personnel actions through. • Monitor staffing table and prepare relevant statistical data/charts. **Budget and Finance:** • Assist in the preparation and review of financial and human resource proposals/requirements. • Assist in the elaboration of resource requirements for budget submissions. • Assist in preparation of budget performance submissions and finalization of budget performance. **General Administration:** • Provide administrative support to the IPBES Secretary in performing their functions as head of the IPBES Secretariat. • Draft routine correspondence to respond to enquiries in respect to relevant administrative, financial audit, personnel matters. • Coordinate extensively with relevant service units and liaises frequently with internal team members. • Perform other related administrative duties, as required (for example, 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. • **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 is required. Supplemental training in administration, office management, human resource, or related field is desirable.

### **Work Experience**

A minimum of seven (7) years' of progressively responsible experience in administration, human resources or related area, 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. Knowledge of another UN official language is an advantage.

### **Assessment Method**

Evaluation of qualified candidates for this position may include a substantive assessment which will 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.