



Vacancy No.: VA/UNSSC/007/2016

Post Title and Level: Office Assistant (G4)

Organizational Unit: UNSSC Knowledge Centre for Sustainable Development

Duty Station: Bonn, Germany

Duration: One year, extension of the appointment is subject to availability of funds and satisfactory performance

Deadline for applications: 7 December 2016

THE STAFF COLLEGE IS INTERESTED IN SECONDMENT OF STAFF FROM ORGANIZATIONS OF THE UNITED NATIONS SYSTEM

UNSSC provides a work environment that reflects the core values: integrity, professionalism and respect for diversity. We strongly encourage qualified women candidates and candidates from developing countries to apply.

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The United Nations System Staff College (UNSSC) is the primary provider of inter-agency training and learning for staff of the United Nations system. Its overall objective is to promote and support UN inter-agency collaboration, increase the operational effectiveness of the UN system as a whole and provide UN staff with the required skills and competencies to face today's global challenges.

UNSSC conducts a variety of learning and training activities, in Turin and Bonn, UN Headquarters as well as the regional and country levels. All such activities effectively respond to the cross-agency, far-reaching reform agenda of the United Nations

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Organizational context:

The Knowledge Centre for Sustainable Development, was established by the United Nations System Staff College in 2016 in Bonn, Germany. Its mission is to respond to the comprehensive learning, training, and knowledge management needs of UN staff and partners in the context of the 2030 Agenda for Sustainable Development as well as the Paris Agreement under the United Nations Framework Convention on Climate Change.

Responsibilities:

The incumbent will serve as an Office Assistant to the UNSSC Knowledge Centre for Sustainable Development in Bonn.

The specific tasks of the Office Assistant are to:

1. **Provide general secretarial and administrative support** to the Head of Office of the UNSSC Knowledge Centre for Sustainable Development;
2. **Organise all administrative activities to facilitate the smooth running of the UNSSC Knowledge Centre**, and make sure that office equipment is maintained, relevant records are up to date and that all administration processes work effectively; coordinate the internal communications flow of the UNSSC Knowledge Centre, as well as between the Knowledge Centre and UNSSC HQ on administrative matters;

ensure timely external dissemination of routine information and correspondence in English and German.

Tasks will, among others, include:

- a. Maintaining an office calendar, appointment schedules and contact lists;
 - b. Acting as leave monitor, coordinate and maintain leave schedules
 - c. Overseeing and organizing travel arrangements of UNSSC Knowledge Centre staff outside of learning and training events. This includes DSA, visa and related arrangements
 - d. Placing and screening telephone calls, responding to routine requests for information, receiving visitors;
 - e. Screening, registering and routing incoming mail and ensuring follow-up action on pending issues according to deadlines and priorities; maintaining office files, archives and records (both paper and electronic);
 - f. Organizing phone and video conferences as requested, and
 - g. Liaising with Bonn based UN Organizations and local providers for office equipment, furniture, and protocol matters related to the Knowledge Centre.
3. **Assist in the smooth organization and preparation of the logistical aspects of workshops and other learning and training events.** Activities include but may not be limited to:
- a. Overseeing an office planner of learning and training events
 - b. Establishing and maintaining databases and participants lists;
 - c. Requesting and following-up on travel arrangements for staff members and expert speakers, including travel arrangements, DSA, visa requirements;
 - d. Liaising with relevant units in Administrative Services on workshop related administrative issues such as payments and finalisation of Memorandum of Understandings (MoUs);
 - e. Providing logistical and administrative support in preparation of the training/meeting activities including organizing an appropriate workshop/meeting venue, proper set up of offices and meetings, equipment, contracts with suppliers, relevant purchases, transportation services, hospitality arrangements, supporting the development of budget items and related liaison with HQ administrative and financial services, supporting preparation of welcome packages and background material for participants, as well as routine communication with external audiences and participants prior, during and after the activities with regards to registration, logistics, visa arrangements, payment and other administrative matters;
4. Perform any other job related activity required.

Competencies:

Professionalism: Ability to perform the assigned functions. Ability to apply knowledge of various United Nations administrative, financial (Atlas) 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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects 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.

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.

Accountability: Takes ownership of all responsibilities and honors 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.

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.

Commitment to continuous Learning: Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.

Technological Awareness: Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

Education:

High school diploma or equivalent.

Work Experience:

At least four (4) years relevant experience working in an office support function preferably as Office Assistant. Experience in the logistical support to meetings and workshops is highly desirable. Experience in an international environment is an asset;

Languages:

Proficiency in written and spoken German and English.

Submission of applications:

The application (in English) should include the following:

- ❖ a duly completed, updated and signed P11 form (<http://www.unssc.org/sites/unssc.org/files/p11un.doc>);
- ❖ a motivation letter elaborating in a concise style why you consider yourself qualified for this position; and
- ❖ a Curriculum Vitae.

The application should be submitted preferably by e-mail to recruitment@unssc.org with a subject title of "Application for Office Assistant: VA/UNSSC/007/2016".

If electronic submission is not possible, hard copy can be mailed or faxed to:

UNSSC Operations
United Nations System Staff College
Viale Maestri del Lavoro, 10
10127 Turin, Italy
Fax: (+39) 011 65 35 902

Late submission of application and/or incomplete application will not be considered.

Due to the volume of applications received, receipt of applications cannot be acknowledged individually. Only those candidates who are successful at the application pre-screening stage will be contacted shortly after the application deadline.

Date of issuance: 7 November 2016