



Vacancy No:	VA/UNSSC/018/2022
Post Title:	Executive Assistant, G6
Organizational Unit:	UNSSC Directorate
Duty Station:	Turin, Italy
Duration:	1 year, renewable subject to satisfactory performance and availability of funds
Deadline for applications:	28 August 2022

At the United Nations System Staff College (UNSSC), the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity, with due regard to geographic diversity. All employment decisions are made on the basis of qualifications and organizational needs. UNSSC is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

Organizational Context:

The Executive Assistant reports directly to the Director and works in close collaboration with the Programme Management Officer (P4). The working environment entails working collaboratively with all UNSSC staff and external counterparts for the successful achievement of the responsibilities and assigned tasks.

Applies and adapts different processes, procedures, and methods based on extensive practical experience and understands a broad area of operations in the own field of work, and including work of other relevant internal and external units/offices. The job requires advanced practical and administrative knowledge of organizational procedures.

Demonstrates effective and independent handling of the administrative and office support requirements of the unit. Establishes effective office procedures and systems. Demonstrates initiative in identifying and resolving problems in the context of work assignments and functions. Discretely handles highly confidential and sensitive matters. Appropriately applies relevant policies, guidelines, procedures and processes. Effectively functions as a key communications link and liaison with a broad range of internal and external contacts, many of which at senior levels.

Terms of reference:

Administration of UNSSC Directorate

- Supports and advises the Director, and other staff, in day-to-day administrative matters; brings attention to priority issues and monitors delivery of reports and deliverables; identifies and resolves diverse issues/problems as they arise and determines appropriate actions.
- Takes full responsibility for time management and scheduling on behalf of the Director with appropriate consultation as required; effectively prioritizes and resolves related conflicts and competing demands (e.g. contacts high-ranking visitors, arranges appointments and meetings, taking minutes as required).
- Manages the Director's missions and representation schedule, including ticket, accommodation, approval in the OpenERP system, security clearance, official communication to relevant stakeholders, etc.
- Serves as a communications link between the Director and staff (including senior managers), keeps others informed by conveying directives, reports, status updates and other relevant information; brings sensitive and urgent matters to the attention of the Director.
- Independently handles complex information requests and inquiries; responds, or drafts responses, to a diverse range of correspondence and other communications.
- Coordinates extensively with other units and liaises frequently with internal team members
- Provides substantive administrative support in managing priorities and work flow of the 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.
- Ensures compliance with UN rules and regulations, as well as UNSSC-specific procedures.
- Maintains protocol procedures.
- Screens and prioritizes all incoming correspondence; compiles relevant background documents and references; identifies issues requiring the Director's attention and refers others to relevant officer for appropriate disposition; monitors and follows-up on actions to be taken.
- Establishes/improves administrative procedures and systems to ensure smooth functioning of the unit, including filing (paper and electronic) systems.
- 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 handles confidential information.
- Exercises quality control function for all outgoing documents.
- Assists in the induction of the Director/Deputy Director upon assumption of duties.

- Responds to a broad range of external information requests related to offerings and procedures of UNSSC; forwards questions/requests as appropriate to relevant parties for reply; monitors deadlines.
- Participates in the selection of candidates for positions in the General Service categories, including evaluating and screening applications of candidates, in coordination with hiring managers and other related actions.
- Maintains repositories of high-level partner contact lists and ensures a regular update.
- Liaises and coordinates necessary security arrangements with the host government security organizations and/or personnel, including national and local authorities, military, and police officers, as well as non-governmental organizations, as and when required.
- Responds to ad-hoc requests of the Director and performs other related administrative duties, as required.

UN system-wide monitoring, reporting and knowledge awareness initiatives

- Coordinates, participates and supports UNSSC task forces and working groups, such as:
- Acts as focal point for UN Disability inclusion Strategy (UNDIS) working group:
- Prepares annual report, updates UNSSC action plan, gathers background information and follows-up on recommendations with relevant actors
- Member of UNSSC Gender Team;
- Coordinates matters, in close collaboration with the UN Chef de Cabinet's office, relating to UNSSC's Board of Governors (BoG):
- Supports the nomination and appointment process of new UNSSC Board members:
 - follows-up on approvals by BOG Chair/Chairs of HLCM and HLCP;
 - communicates with EOSG for appointments by the Secretary-General;
- Coordinates the Leadership Dialogue initiative at UNSSC, on behalf of the Director:
- Liaises with UNSSC managers and shares respective background documentation
- Follows-up and submits the final roll-up to the Ethics office
- Provides support to the UNSSC designated Focal Point for the process of nominations of the UN Financial Disclosure programme (FDP):
- Identifies those staff members who are required to file a Financial Disclosure
- Drafts and submits requested documentation to the UN Ethics Office
- Acts as UNSSC Focal point for HLCM and HLCP Dashboards via Microsoft Teams
- Acts as recommendation observer for the OIOS recommendations tracking system in TeamMate+
- Supports and coordinates arrangements of UNSSC internal retreats.

Project planning and implementation

- Serves as focal point for coordination of Directorate-led high-level activities involving extensive liaison with diverse organisational units to initiate requests, prepare standard terms of reference against project objectives,

obtain necessary clearances, process and follow-up on administrative actions and resolve issues related to project implementation, e.g. recruitment of consultants, travel arrangements, organisation of official receptions, process payments, procurement of equipment and services, etc.

- Assists in the preparation and submission of project proposals to partners, clients and other stakeholders; coordinates project planning and preparation; takes necessary action to ensure project documents are completed and submitted to relevant parties for approval.
- Serves as backup in the absence of the Programme Management Officer.
- Provides guidance and training to new/junior staff.

Qualifications required

Education

Completion of high school or equivalent diploma.

Experience

Six or more years of progressively responsible secretarial, administrative, programme experience is required at the national or international level. Experience in the usage of computers and office software packages (MS Word, Excel, etc), experience in handling of web-based management systems. Is required

Languages

Excellent knowledge of English and good knowledge of Italian. Knowledge of other languages is an asset.

Competencies:

Professionalism: Shows pride in work and in achievements; Demonstrates professional competence and mastery of subject matters; Is conscientious and efficient in meeting commitments, observing deadlines; Is motivated by professional rather than personal concerns; Shows persistence when faced with difficult problems or challenge; Remains calm in stressful situations.

Communication: Proven ability to speak and write clearly; ability to tailor language, tone, style and format to match audience; ability to listen to others, correctly interpret messages from others and respond appropriately.

Teamwork: Ability to establish and maintain effective working relations with colleagues and partners with sensitivity and respect for diversity; demonstrated ability to work collaboratively with colleagues to achieve organizational goals and to place team agenda before personal agenda.

Planning and Organizing: Good organization and co-ordination skills to plan and execute actions in response to changing needs; Ability to advise on issues and

priorities related to the team's activities, and to take responsive initiatives. Ability to organize and delegate work and to supervise staff.

Accountability: Takes ownership for 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; 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; 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 product or services to client.

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

Please apply through the online application form available at <https://www.unssc.org/about/employment-opportunities>