

Vacancy No: VA/UNSSC/015/2023

Post Title: Chief of Administrative Services, P5

Organizational Unit: UNSSC Integrated Business Centre

Duty Station: Turin, Italy

Duration: 1 year; extensions are subject to satisfactory performance and availability of funds

Deadline for applications: 12 August 2023

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 United Nations System Staff College (UNSSC), with its Headquarters in Turin (Italy) and its second Campus in Bonn (Germany), is the learning institution of and for UN staff and partner organizations.

UNSSC delivers learning programmes and provides a space for learning to UN staff at all levels, functions and locations. Governed by a Board chaired by the Chef de Cabinet of the Secretary-General, UNSSC is uniquely positioned above institutional silos and works in partnership with a wide array of UN entities, inter-governmental organizations, academic institutions, and civil society organizations. By fostering a common leadership and management culture, as well as a shared understanding of the policy and operational challenges facing the UN, UNSSC helps the UN system drive sustainable change and results in line with the 2030 Agenda, the norms and principles of the United Nations in a continuously evolving and complex world.

With over 150 courses per year, and other learning opportunities such as conferences and workshops, UNSSC focuses on three main areas of the UN

operation: peace and security, sustainable development, and the reform of the UN system.

UNSSC operates on an annual budget of approximately \$20 million per year, and its current personnel size stands at over 100. The organization is currently growing in its budget, personnel, and number of learning offerings, all on an upward trajectory mode.

The position is located in the UNSSC Integrated Business Centre (IBC), which includes Administrative Services, Digital Services and Client Management Services. The goal of the Integrated Business Centre (IBC) is to ensure greater efficiency and effectiveness of the UNSSC operations.

Terms of reference:

Reporting to the Head of the Integrated Business Centre, the Chief of Administrative Services provides overall planning, development, management and delivery of administrative support services, including: Policy and Planning, Human Resources, Budget and Finance, Legal and Procurement, Office premises and Logistics, and Information and Communication Technology Services.

Specific duties of the Chief of Administrative Services include:

General

- Provides advice and guidance, including training, to UNSSC personnel on administrative and financial policies and procedures, including results-based budgeting
- Advises UNSSC leadership on all matters pertaining to administrative and financial operations
- Develops and maintains sound policies for proper accounting, financial management and control
- Ensures the integrity of financial and management systems and the controls that underpin them
- Plans and discusses individual work programmes with staff and evaluates their performance

Human resources:

- Takes the lead in coordinating a full range of personnel and human resource management related issues

- Identifies and addresses risks related to personnel issues which are sensitive and/or complex
- Provides practical solutions, within the framework of UN Rules and Regulations and good practices, to human resources issues
- Manages the human and other resources of the Administrative Services

Budget and finance:

- Coordinates the preparation and review of UNSSC financial reports and yearly programme budget proposals
- Monitors expenditures to ensure that they remain within authorised levels and advises managers in the allocation and availability of financial resources
- Manages the UNSSC finance and budget within the framework of UN Financial Rules and Regulations
- Formulates strategies and evaluates strategic options, particularly in terms of resource implications
- Serves as focal point for internal and external auditing bodies
- Prepares internal financial reports and responses to internal and external audit observations

Legal and Procurement:

- Serves as chairperson of the Local Committee on Contracts
- Reviews and approves procurement/contract requests
- Reviews and approves UNSSC service agreements/service contracts
- Provides practical solutions, within the framework of UN Rules and Regulations and good practices, to procurement and legal issues

Office premises and logistics:

- Manages all issues pertaining to current and future UNSSC office premises
- Carries out regular discussions and consultations with relevant UN agencies co-located in same premises to make sure issues are timely and effectively addressed and resolved

- Serves as UNSSC safety and security focal point

Information and Communication Technology:

- Oversees the development and delivery of quality, robust and reliable information and communication technology (ICT) services in support of the implementation of UNSSC's mandate
- Facilitates the implementation of innovative and intuitive technology solutions that enhance work across UNSSC's programmes and units, and facilitates technological problem solving and decision making at all levels
- Oversees the UNSSC implementation of Quantum and other ERPs, including compliance with and execution of International Public Sector Accounting Standards (IPSAS)
- Supports the Head of the Integrated Business Centre in reporting, financial analysis and project management

Core Competencies

Values: Demonstrates integrity by modelling the UN's values and ethical standards. Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability. Treats all people fairly without favouritism.

Professionalism: Ability to provide seasoned effective specialized advice in a broad range of human resources, financial, logistical, and administrative areas; knowledge of the various business management requirements, practices, processes and policies driving UN operations and support functions; ability to prepare reports and provide rationale with respect to key administrative and financial decisions. Knowledge of UN administrative, financial and HR practices. Ability to identify key strategic issues, opportunities and risks.

Accountability: Takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.

Teamwork: Develops and promotes effective collaboration within and across units to achieve shared goals and optimize results. Works collaboratively with colleagues to achieve organizational goals. Demonstrates sensitivity and respect for diversity and inclusion.

Client orientation: Works collaboratively with colleagues to achieve organizational goals. Considers those to whom services are provided to be 'clients' and seeks to see things from their perspectives; Identifies clients' needs and offer innovative

solutions to meet them; establishes and maintain productive partnerships with clients by gaining their respect and trust,

Planning and Organizing: Good organization and co-ordination skills to plan and execute actions in accordance with strategic priorities and operational needs; Ability to organize and delegate work and to supervise staff.

Technological Awareness: Sound knowledge of Enterprise Resource Planning Systems and ability to understand opportunities and limitations for their use in support to organization's strategic goals.

Management Competencies

Leadership: Serves a role model that other people want to follow; Empowers others to translate visions into results; Is proactive in developing strategies to accomplish objectives; Establishes and maintains relationships with a broad range of people to understand needs and gain support; Anticipates and resolves conflicts by pursuing mutually agreeable solutions; Drives for change and improvement: does not accept status quo; Shows the courage to take unpopular stands.

Empowering others: Delegates responsibility, clarifies expectations, and gives staff autonomy in important areas of their work; Encourages others to set challenging goals; Holds other accountable for achieving results related to their area of responsibility; Genuinely values all staff member's input and expertise; Involves others when making decisions that affect her/him.

Managing Performance: Delegate the appropriate responsibility, accountability and decision-making authority; Makes sure that roles, responsibilities and reporting lines are clear to each staff member; Accurately judges the amount of time and resources needed to accomplish a task and matches to skills; Monitors progress against milestones and deadlines; Regularly discusses performance and provides feedback and coaching to staff when they make mistakes; Actively supports the development and career aspirations of staff; Appraises performance fairly.

Judgement/ Decision-making: Identifies the key issues in a complex situations, and comes to the heart of the problem quickly; Gathers relevant information before making a decision; Considers positive and negative impact on others and on the Organization; Proposes a course of action or makes a recommendation based on all available information; Checks assumptions against facts; Determines that the actions proposed will satisfy the expressed and underlying needs for the decision; Makes tough decisions when necessary.

Qualifications required

Education: Advanced University degree (Master's degree or equivalent) in public or business administration, human resources management, finance, accounting, or related areas. A first level degree with a relevant combination of academic

qualifications and experience may be considered in lieu of the advanced University degree.

A qualification of Certified Public Accountant (CPA), Chartered Accountant (CA) is an asset.

Experience: Minimum of ten (10) years of progressively responsible and relevant professional experience is required, five years of which should have been in the UN system or in an international private or public organization. Exposure to administrative operations of different UN organizations is an asset.

Languages: Fluency in English. Knowledge of other UN official languages is an advantage.

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>