

**Vacancy No:** VA/UNSSC/018/2023  
**Post Title:** Administrative Clerk, G3  
**Organizational Unit:** Administrative Services  
**Duty Station:** Turin, Italy  
**Duration:** 1 year; extensions are subject to satisfactory performance and availability of funds  
**Deadline for applications:** 19 November 2023

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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.

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### **Organizational Context:**

The United Nations System Staff College (UNSSC) is dedicated to serving the learning and knowledge needs of the UN system and partner organizations. We create first-rate learning experiences grounded in the bedrock values of multilateralism and dignity for all enshrined in the UN charter. Participants in our programmes rely on UNSSC to enhance their knowledge and skills across leadership and management, sustainable development, and peace and security. UNSSC is headquartered in Turin, Italy with an office in Bonn, Germany.

This Administrative Clerk position is located in the Administrative Services, which is an integral part of the UNSSC Integrated Business Centre (IBC), alongside with Digital Services and Client Management Services. Administrative Services include: Policy and Planning, Human Resources, Budget and Finance, Legal and Procurement, Office premises and Logistics, and Information and Communication Technology Services.

Reporting to the Chief of Administrative Services, the Administrative Clerk will provide clerical and administrative support to the Administrative Services unit.

### Terms of Reference:

The incumbent performs routine clerical and administrative functions such as: (i) request of issuance and renewal of staff accreditation and travel documents; (ii) processing of financial obligations; (iii) coordination of available office space, and other tasks required. The specific tasks of the Administrative Clerk are the following:

#### Request issuance and renewal of staff accreditation and travel documents

- Keep track of expiration date of staff accreditation and travel documents
- Liaise with the Italian Ministry of Foreign Affairs for the issuance and renewal of identity cards for UNSSC staff and their family members
- Liaise with the Forax Service Centre and request activation of fuel cards for eligible staff members
- Liaise with the UNOG Travel and Visa unit for the issuance and renewal of Laissez-Passer and UN Certificates
- Liaise with the UN Travel Documents Passport and Visa Unit to request G4 visas for colleagues travelling to the United States.

#### Process and administer financial obligations for contract and purchase requests

- Produce purchase orders in Quantum, in line with purchase and contract requests submitted and cleared through OpenERP system
- Maintain accurate record of purchase orders and background documentation
- Maintain and update lists of processed contracts
- Assist in the closure of financial obligations

#### Act as a focal point in welcoming new colleagues

- In close coordination with ICT unit and Logistics Clerk, assist in assigning offices and work stations to newly hired colleagues, and keep UNSSC office plans updated, accordingly.
- Liaise with the UN Campus security personnel to grant access to new colleagues
- Welcome newly hired personnel, and make sure they have access to induction information and comply with onboarding procedures, including mandatory training
- In close collaboration with the Associate Human Resources Officer, act as focal point for updating the induction information for new personnel in the appropriate platform
- Assist in making other necessary administrative arrangements for newcomers.

### Other duties

- Run physical inspection of purchased goods and compare with purchase documents (Purchase Order and vendor offer/quotation) to validate delivered goods before payment/settlement.
- Perform other duties as required.

### Competencies

**Professionalism:** Ability to apply knowledge of various United Nations administrative, financial and human resources rules and regulations in work situations. Knowledge of basic principles of budget and human resources planning and ability to apply instruction related to applicable internal rules, regulations and procedures. Ability to maintain accurate records, review and interpret a wide variety of data.

**Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; proactively 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.

**Technological Awareness:** Keeps abreast of available technology.

**Client Orientation:** Provide timely and quality services.

**Accountability:** Takes ownership of all responsibilities and honours commitments.

**Planning & Organizing:** 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; follows up on pending issues independently; uses time efficiently.

### Qualifications required

**Education:** High School Diploma.

**Experience:**

This position requires:

- At least 3 years of work experience in administrative services (such as human resources, general administration, budget, purchasing, logistics or other related area) is required.
- Experience in an international environment is an asset;
- Experience with any Enterprise Resource Planning systems (ERP) is an asset.

**Languages and other skills:**

- Working knowledge of English and Italian is required.
- Good knowledge of office technology such as MS Office package and e-mail application is required.

**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>