

Vacancy No:	VA/UNSSC/021/2023
Post Title:	Executive Assistant, G6
Organizational Unit:	Learning and Knowledge Services
Duty Station:	Bonn, Germany
Duration:	1 year; extensions are subject to satisfactory performance and availability of funds
Deadline for applications:	31 January 2024

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) 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.

With its exponential growth in the last five years, the College undertook an organizational review in 2021 and, based on the findings, has initiated to realign its organizational structure by creating two distinct but inter-dependent departments:

- **Learning and Knowledge Service (LKS)**, which include UNSSC programmatic activities in the areas of Leadership and Management, Peace and Security, and Sustainable Development
- **Integrated Business Centre (IBC)**, which houses work related to Client Management Services, Administrative Services and Digital Services

Responsibilities:

The Executive Assistant reports to the Deputy Director, Learning and Knowledge Services, and works in close collaboration and coordination with the Executive Assistant (Directorate, Turin), the Office Assistant (KCSD, Bonn) and other LKS staff. The working environment also entails coordinating and cooperating with all UNSSC staff and external counterparts for the successful achievement of the responsibilities and assigned tasks. Main duties include:

1. **Administration of LKS front office**

- Supports and advises the Deputy-Director 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 Deputy-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 Deputy-Director's missions and representation schedule, including ticket, accommodation, approval in the OpenERP system, security clearance, official communication to relevant stakeholders, etc.
- Independently handles complex information requests and inquiries; responds, or drafts responses, to a diverse range of correspondence and other communications.
- Produces a variety of documents and reports and assist in the preparation of presentation materials using appropriate technology/software;
- 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 Deputy Director's attention and refers others to relevant officer for appropriate disposition; monitors and follows-up on actions to be taken.
- Maintains repositories of high-level partner contact lists and ensures a regular update.
- Establishes/improves administrative procedures and systems to ensure

smooth functioning of the unit, including filing (paper and electronic) systems.

- Provides guidance and training to junior staff in administrative, protocol and other relevant procedures.
- Prepares, processes and handles confidential information.
- Exercises quality control function for all outgoing documents.
- 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.

2. Administration of UNSSC Bonn Office

Performs a wide range of office support and administrative functions, such as:

- Manages relations with internal administrative units; vendors and service providers;
- Provides general office assistance;
- Processes administrative requests/documents (e.g. requisitions, purchase orders, travel requests, contracts, expenditure authorizations, visa applications, etc.).
- Assists in providing software and office equipment support;
- Represents UNSSC as alternate member in the CCOM Meetings among the UN agencies in Bonn;
- Liaises and coordinates with e.g. Common Service Unit of UN Bonn, the Liaison Office of the Foreign Office of Germany and the City of Bonn, and others;
- 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.
- 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.)
- Provides general secretarial support services at workshops, training sessions and meetings, including preparation of background material and documentation, registration of participants, booking of hotel
- Maintains calendars/schedules; monitors changes and communicates relevant information to appropriate staff inside and outside the immediate work unit;

3. Project planning and implementation

- Serves as focal point for coordination of program-wide cooperation within

LKS, involving extensive liaison with diverse organisational units, including 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.)

- Serves as a communications link between the Deputy Director and staff (including senior managers), keeps others informed by conveying reports, status updates and other relevant information; brings sensitive and urgent matters to the attention of the Deputy Director.
- 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.
- Assists in the coordination of programme/project planning and preparation; monitors status of programme/project proposals; takes necessary action to ensure project documents are completed and submitted to relevant parties for approval.

4. Performs other duties as assigned.

Required Skills and Experience

Education

Completion of high school or equivalent diploma.

Experience

At least six years of progressively responsible secretarial, administrative, programme experience is required. Experience in the usage of computers and office software packages (MS Word, Excel, etc), experience in handling of web-based management systems is required. Experience at the international level is an asset.

Languages

Excellent knowledge of English and good knowledge of German. 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>