

Vacancy No:	VA/UNSSC/022/2024
Post Title:	Administration and Facility Management Assistant, G4
Organizational Unit:	Administrative Services, Integrated Business Centre
Duty Station:	Turin, Italy
Duration:	1 year; extensions are subject to satisfactory performance and availability of funds
Deadline for applications:	17 October 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.

The United Nations System Staff College operates through two distinct but inter-dependent departments: 1) Learning and Knowledge Services (LKS), and 2) Integrated Business Services (IBC). The IBC adds value to the relationship between UNSSC, its clients and donors through integrated support to UNSSC's Directorate and programmes in the areas of Administrative Services, Digital Learning Services, and Client Management Services.

Administrative Services include: Policy and Planning, Human Resources, Budget and Finance, Office premises and Logistics, and Information and Communication Technology Services.

Terms of reference:

Reporting to the Chief of Administrative Services will provide general Administrative support to the Staff College. Specific responsibilities include:

Administrative Support (35%)

- Administer the purchase of low-value goods and services for UNSSC (stationery, branded gadgets, printing of business cards, insurance services etc.);
- Establish a price/cost tracking system for low-value acquisitions and services;
- Coordinate the preparation and moving of materials for training events held on UN Campus;
- Keep inventory of office supplies and equipment; and
- Keep the UNSSC archives in good order;
- Establish a tracking system for stationery and other office consumptions.

Onboarding Support for UNSSC Personnel (20%)

- Secure newly recruited personnel with access to the UN Campus and UNSSC premises;
- Prepares documents for the Italian Ministry of Foreign Affairs with regard to the issuance of CD plates for senior staff and assist staff members in obtaining either local or CD plates;
- Prepares documents for the Italian Ministry of Foreign Affairs with regard to the provision of fuel coupons for professional staff and serves as a focal point for communication with the fuel company;
- Assist new personnel in obtaining the social security number;

On-site Logistic Support (10%)

- Collect and deliver mail, pouch, documents, general goods and other items; make deliveries for special/urgent correspondence/packages, as required; obtain receipts to ensure accurate accounting of daily deliveries.
- Displace office material and equipment within the UN Campus, which may include making use of motor vehicles if available and required.

Maintenance of UNSSC Office Premises (35%)

- Coordinate and organize internal office moves and assess the costs involved;
- Liaise with the IBC Management and UN Campus (ITC-ILO) on required interventions regarding the maintenance of UNSSC premises (construction, removal of partitions, painting, etc.), including technical interventions for maintenance of electrical installations, hydraulic installations and heating/air conditioning, etc.;
- Coordinate with the UN Campus administration in relation to cleaning of UNSSC premises and provide routine control of offices and facilities where cleaning is concerned;

- Ensure that office premises are maintained in a condition in full compliance with UN and local regulations.

Perform other duties within functional profile as assigned and deemed necessary for the efficient functioning of the office and the Organization.

Competencies:

Professionalism: Proven ability to work in a polite, courteous and cooperative manner and within a multicultural environment. Knowledge of policies, practices and regulations on management of supplies, purchasing and logistics. Knowledge of protocol procedures related to the issuance of CD plates. Ability to maintain accurate records and prepare reports on a wide variety of data.

Teamwork: Acting as a team player and facilitating team work; working collaboratively with colleagues to achieve organizational goals; willing to learn from others

Planning and organizing: Organizing and prioritizing work schedule to meet client needs, observing deadlines and achieving results.

Client orientation: Maintaining effective client relationships; reporting to internal and external clients in a timely and appropriate fashion.

Qualifications required:

Education: Secondary education/high school diploma; valid driver's licence.

Experience: Minimum of four years' work experience in administrative and facility management functions (required). Experience in an international environment (required); Familiarity with UN Procurement rules, asset management and inventory (desirable).

Languages and other skills

- Good knowledge of Italian and conversational level of English (required).
- Good knowledge of office technology such as MS Office package (required).
- Experience with any Enterprise Resource Planning systems (ERP) (desirable).

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>