

<b>Vacancy No:</b>	<b>VA/UNSSC/023/2024</b>
<b>Post Title:</b>	<b>Executive Assistant, G6</b>
<b>Organizational Unit:</b>	<b>Directorate</b>
<b>Duty Station:</b>	<b>Turin, Italy</b>
<b>Duration:</b>	<b>1 year; extensions are subject to satisfactory performance and availability of funds</b>
<b>Deadline for applications:</b>	<b>15 November 2024</b>

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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.

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

The position is located in the Office of the UNSSC Director (Directorate) which provides overall strategic guidance and management to the rest of the Organization.

### **Terms of reference:**

The Executive Assistant reports directly to the Director and works in close collaboration with the Coordination Officer (P2). The working environment entails working collaboratively with all UNSSC staff and external counterparts for the successful achievement of the responsibilities and assigned tasks. More specifically, the responsibilities of this position include:

#### **1. Administration of UNSSC Directorate**

- Provide administrative support in managing priorities and work flow of the Directorate;
- Ensure compliance with UN rules and regulations, as well as UNSSC-specific procedures;
- Provide advice on protocol procedures and apply them accordingly;
- Maintain repositories of high-level partner contact lists;
- Establish/improve administrative procedures and systems to ensure smooth functioning of the Directorate, including filing systems;
- Prepare, process and handle confidential information;
- Exercise quality control function for all outgoing documents;
- Process administrative requests/documents
- Respond to a broad range of external information requests related to offerings of UNSSC;
- Serve as backup in the absence of the Coordination Officer.

#### **2. Provision of substantive support to the Director**

- Support and advise the Director in day-to-day administrative matters; bring attention to priority issues and monitor delivery of reports and deliverables;
- Take full responsibility for time management and scheduling on behalf of the Director with appropriate consultation as required;
- Effectively prioritize and resolve related conflicts and competing demands;
- Manage the Director's missions and schedule, including travel, accommodation, approval in the Open-ERP system, security clearance, official communication to relevant stakeholders, etc.;

- Independently handle complex information requests and inquiries; respond or draft responses to a diverse range of correspondence and other communications;
- Produce a variety of documents and reports and assist in the preparation of presentation materials;
- Take necessary action to ensure documents are completed and submitted to relevant parties for approval;
- Coordinate with other units and liaise frequently with internal team members;
- Compile relevant background documents and references;
- Respond to ad-hoc requests of the Director and perform other related administrative duties, as required.

### **3. Meetings and events administration**

- Organize official receptions, meetings, high-level visits and events, handling all necessary logistical arrangements (e.g.: room reservations, guest/participant lists, invitations, catering, seating arrangements, background documentation, special equipment, etc.);
- Liaise and coordinate official visits of dignitaries with other organizations on the UN Campus in Turin, ITC-ILO, UNICRI, and others;
- Provide general secretarial support services at workshops, training sessions and meetings;
- Coordinate all logistical arrangements of meetings of the UNSSC Governance Bodies (Board of Governors and Expert Technical Review Panel);
- Provide assistance during the nomination and appointment process of UNSSC Board of Governors members.

### **Perform other function-related duties as required.**

#### **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. Takes initiative, identifies opportunities and challenges and recommends options; shares information proactively, also when not required to do so.

**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 work.

**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.

## Qualifications required

### Education:

Completion of high school or equivalent diploma.

### Work Experience:

- A minimum of 6 years of progressively responsible experience in executive support and/or administrative roles at the national or international level (required).
- Experience as advanced user of Microsoft Teams, SharePoint and office software packages (MS Word, Excel, etc) (required).
- Experience in providing administrative and management support to senior executives and in handling sensitive and confidential information (desirable).
- Experience with Enterprise resource planning tools (ERP) and Customer Relationship Management Systems (CRM) (desirable).

### Languages:

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

## 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>