



Vacancy No.: VA/UNSSC/001/2018

Post Title and Level: Administrative Clerk (G3)

Organizational Unit: UNSSC Operations

Duty Station: Turin, Italy

Duration: One year, extension of the appointment is subject to availability of funds and satisfactory performance

Deadline for applications: 20 April 2018

THE STAFF COLLEGE IS INTERESTED IN SECONDMENT OF STAFF FROM ORGANIZATIONS OF THE UNITED NATIONS SYSTEM

UNSSC provides a work environment that reflects the core values: integrity, professionalism and respect for diversity. We strongly encourage qualified women candidates and candidates from developing countries to apply.

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The United Nations System Staff College (UNSSC) is the primary provider of inter-agency training and learning for staff of the United Nations system. Its overall objective is to promote and support UN inter-agency collaboration, increase the operational effectiveness of the UN system as a whole and provide UN staff with the required skills and competencies to face today's global challenges.

UNSSC conducts a variety of learning and training activities, in Turin and Bonn, UN Headquarters as well as the regional and country levels. All such activities effectively respond to the cross-agency, far-reaching reform agenda of the United Nations

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Organizational context:

The main goal of the Operations unit is to provide effective support to the Staff College's strategic priorities in the short, medium, and long term. Its main mandate is to provide timely, efficient and effective support to the Staff College with respect to the full range of budget, finance, human resources, information & communication technology (ICT), procurement and support services.

Reporting to the Chief of Operations and under the technical guidance of the Finance, Budget and Administrative Assistants, the Administrative Clerk will provide technical and administrative support to the Operations unit.

Terms of reference

The incumbent performs routine clerical and administrative functions such as processing financial obligations for goods and services, producing invoices and keeping track of payments. The specific tasks of the Administrative Clerk are to:

Assist in managing UNSSC receivables (35%)

- Prepare and send invoices to UNSSC clients
- Assist in the preparation of financial reports to UNSSC clients
- Keep the contributions tracking table up to date (Memorandum of Understanding, Letters of Agreement, Pledges and others) and keep the respective documentation in order

- Keep the invoices tracking table up to date, monitoring cancellation of participants, payments received, movements of participants between activities and liaise with accounts colleagues for the recording.
- Follow up with all receivables and send scheduled reminders

Assist in maintaining appropriate records of UNSSC financial actions (35%)

- Manage incoming and outgoing correspondence within the “billing” electronic mailbox
- Monitor UNSSC programme database/Customer Relationship Management system and liaise with programme assistants to make sure that the number of participants and activity codes are recorded in line with invoices sent
- Produce statistics on distribution of participants across the UN system
- Monitor, review and follow up on outstanding invoices, payments and contributions in collaboration with UNSSC Programme and Accounts teams.

Assist in managing financial obligations (15%)

- Liaise with administrative and budget assistants to ensure compliance of request for goods and services with appropriate rules and procedures
- Process financial obligations for goods and services
- Assist in the closure of financial obligations

Assist in the production of internal financial reports (15%)

- Participate in in the closure of financial accounts
- Assist in the preparation of monthly reports by compiling pivot tables

Core Values:

- Integrity
- Professionalism
- Respect for Diversity

Core Competencies:

Knowledge of, and ability to apply applicable financial rules, regulations and procedures in the UN environment.

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; 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.

Commitment to Continuous Learning: Keeps abreast of new developments in own occupation/profession

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 : Develops clear goals that are consistent with agreed strategies; 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; uses time efficiently

Education

Minimum high school diploma.

Work Experience

This position requires:

- At least 2 years of work experience in finance, budget, accounting, administrative services or related area.
- Experience in an international environment is an asset;
- Experience with any Enterprise resource-planning tool (ERP) is an asset.

Languages and other skills:

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

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

The application should be submitted preferably by e-mail to recruitment@unssc.org with a subject title of "Application for Administrative Clerk: VA/UNSSC/001/2018".

If electronic submission is not possible, hard copy can be mailed or faxed to:

UNSSC Operations
United Nations System Staff College
Viale Maestri del Lavoro, 10
10127 Turin, Italy
Fax: (+39) 011 65 35 902

Late submission of application and/or incomplete application will not be considered.

Due to the volume of applications received, receipt of applications cannot be acknowledged individually. Only those candidates who are successful at the application pre-screening stage will be contacted shortly after the application deadline.

Date of issuance: 21 March 2018