



**Vacancy No.:** VA/UNSSC/003/2020

**Post Title and Level:** Administrative Clerk (G3)

**Organizational Unit:** Operations

**Duty Station:** Turin, Italy

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

**Deadline for applications:** 3 April 2020

**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 Budget Assistant and the Human Resources Associate, 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 and administering financial obligations for contract and purchase requests; assisting in the creation and maintenance of the UNSSC budget architecture in relevant Enterprise Resource Planning (ERP) systems; processing issuance and renewal of staff accreditation and travel documents; assist in securing VAT exemption for goods and services purchased in Italy.

The specific tasks of the Administrative Clerk are to:

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

- Process purchase orders and make sure that appropriate supporting documents are received
- Maintain documentation presented in support to contract and purchase requests
- Maintain and update lists of processed contracts processed

- Assist in the closure of financial obligations
- Assist in providing documents to the auditors
- Assist Budget Assistant and Human Resources Associate in clearing contract and purchase requests in OpenERP system.

Assist in the creation and maintenance of the UNSSC budget architecture in relevant Enterprise Resource Planning systems

- Assist Budget Assistant in creating/maintaining Activity codes in relation to UNSSC's budget structure (FUNDS/DEPT/PROJECTS/ACTIVITIES).
- Assist Programme colleagues in preparing ACTIVITY budgets in OpenERP system.
- Assist Budget Assistant in CLEARING activity budget in OpenERP system for final approval by the Chief of Operations

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 staff identity cards
- Liaise with the UNOG Travel and Visa unit for the issuance and renewal of Laissez-Passer for staff

Assist in securing VAT exemption for goods and services purchased in Italy

- Liaise with Italian Ministry of Foreign Affairs with regard to tax exemptions for goods and services
- Keep record of tax exemption requests and follow up on pending requests as appropriate

**Core Values:**

- Integrity
- Professionalism
- Respect for Diversity

**Core Competencies:**

**Professionalism:** Knowledge of, and ability to apply applicable financial and staff 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

**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 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 computer skills**

- Working knowledge of English and Italian
- 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 [recruitment@unssc.org](mailto:recruitment@unssc.org) with a subject title of "Application for Administrative Clerk: VA/UNSSC/003/2020".

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: 04 March 2020