



**TEMPORARY VACANCY ANNOUNCEMENT  
GENERAL SERVICES CATEGORY**

<b><u>Vacancy Announcement Number</u></b>	<b>12/10</b>
<b><u>Post Number</u></b>	<b>To be determined</b>
<b><u>Functional Title and Grade</u></b>	<b>Team Assistant, G-4</b>
<b><u>Department/Service</u></b>	<b>UNISDR</b>
<b><u>Deadline for Applications</u></b>	<b>13 February 2012</b>

Estimated start date: **as soon as possible**  
Duration : **five months**

**Appointment is on a local basis. The internal and external candidates under serious consideration will be required to pass the UN Administrative Support Assessment Test (ASAT).**

**United Nations Core Values: Integrity, Professionalism, Respect for Diversity.**  
**Candidates will be expected to move periodically to new functions throughout their careers and are subject to the assignment by the Secretary-General to any of the activities or offices of the United Nations.**

**SUMMARY OF MAIN DUTIES**

This post is located in Resource Management Section of the United Nations International Strategy for Disaster Risk Reduction (UNISDR) secretariat. Under the supervision of the Budget & Finance Officer, the incumbent will:

- Reviews entitlements-related claims and reports.
- Provides advice and guidance to staff with respect to administrative procedures, processes and practices, liaising with central administrative services as necessary.
- Maintains and reviews organizational staffing tables; prints and reviews IMIS reports.
- Monitors status of expenditures and allotments through IMIS, records variations, updates budget tables.
- Consolidates data received and provides support to higher-level staff with respect to budget reviews of relevant partners. Reviews status of relevant expenditures and compares with approved budget.
- Reviews requisitions for goods and services to ensure (a) correct objects of expenditure have been charged and (b) availability of funds.
- Assists in the preparation of budget performance submissions.
- Prepares statistical tables and standard financial reports.
- Prepares, processes and follows-up on administrative arrangements and forms related to the official travel of staff.
- Drafts routine correspondence.
- Maintains up-to-date work unit files (both paper and electronic).
- Coordinates extensively with service units and liaises frequently with internal team members both at Headquarters and in the field.
- Performs other related administrative duties, as required, e.g., operational travel programme; monitoring accounts and payment to vendors and individual contractors for services; physical space planning; identification of office technology needs and maintenance of equipment, software and systems; organizing and coordinating administrative arrangements for seminars, conferences and translations.
- Assists with day-to-day administration of contracts between the UN and external contractors for outsourced services. Audits the contractors' invoices against the goods and services provided by the contractor and approved by the UN.
- Processes the payment of contractors' invoices and monitor payments.
- Prepares and processes all UN forms and permissions for contractual and work Unit.

**CORE COMPETENCIES**

**Professionalism:** Is conscientious and efficient in meeting commitments, observing deadlines and achieving results, and remains calm in stressful situations.

**Communication:** Speaks and writes clearly and effectively; demonstrates openness in sharing information and keeping people informed.

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals.

**Planning and Organizing:** Develops clear goals that are consistent with agreed strategies; allocates appropriate amount of time and resources to complete work; monitors and adjusts plans and actions as required.

**Client orientation:** Considers all those to whom services are provided as "clients" and seeks to see things from their point of view; identifies clients' needs and matches appropriate solutions; keeps client informed of progress or setbacks in projects.

**QUALIFICATIONS AND EXPERIENCE**

Completion of secondary school or its equivalent commercial school.

At least 3 years of administrative experience, which preferably one year within the United Nations.

**KNOWLEDGE OF LANGUAGES**

Fluency in oral and written English.

Applicants are requested to transmit their Personal History Profile (PHP on <http://careers.un.org> application process), letter of motivation (and two latest PAS reports for UN staff) by email to [isdr.vacancies@un.org](mailto:isdr.vacancies@un.org)

Applications received after the deadline will not be accepted.

While this temporary assignment will provide the successful applicant with an ideal opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post.

External applicants may be considered when it is not possible to identify suitable internal candidates of the same department/office.

Please note that external candidates are generally not entitled to be appointed at the advertised level of this temporary vacancy and will therefore be graded in accordance with the current recruitment guidelines. This means that the grade may be at a lower level than that of the advertised level of the post. For information on the provisions for special post allowance, please refer to ST/AI/1999/17.

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