



CORE VALUES: *INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY*

## Administrative Assistant – GS-5

**Organizational Setting and Reporting Relationships:** The United Nations Project Office on Governance (UNPOG) was established in 2006 in accordance with the technical cooperation agreement between the United Nations Department of Economic and Social Affairs (UNDESA) and the Government of the Republic of Korea for the purpose of promoting efficient, participatory, and transparent governance. Under the auspices of UNDESA, UNPOG's mandate is to assist Member States, in developing and least developed countries, to build capacity in the areas of public sector innovation, e-government and ICT for development, with emphasis on the critical role of good governance for sustainable development. The activities of UNPOG are clustered into the following three components: Research and Policy Development, Advocacy and Outreach, and Capacity Development. Research and Policy Development activities involve compiling and analyzing recent innovative trends and practices and providing policy options in support of good governance for sustainable development. Advocacy and Outreach activities aim to promote knowledge sharing and raise awareness of the important role of innovation, e-government and good governance in meeting development goals. Capacity Development activities are designed to strengthen government capacities, in developing and least developed countries, to improve good governance through training programmes, meetings and forums.

**Responsibilities:** Within delegated authority and under the supervision of the Head of UNPOG, the Administrative Assistant will be responsible for the following duties:

### Human Resources Management

- Monitors, reviews and follows-up on specific actions related to the administration of the UNPOG's human resource activities, e.g., leave and other local human resource requirements, ensuring coordination with the Division for Public Institutions and Digital Government (DPIDG)/UNDESA's practices and consistency in the application of regulations and procedures;
- Enters, maintains and certifies administrative data and records for time and attendance, performance appraisal, etc. in electronic information systems;
- 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;

### Budget and Finance

- Consolidates data received and provides support to the Office with respect to monitoring expenses and local administrative procedures;
- Reviews status of relevant expenditures and compares with approved budget;
- Initiates requisitions for goods and services to ensure (a) correct objects of expenditure have been charged and (b) availability of funds;
- Monitors in-kind contributions from donors;
- Initiates correspondence for financial authorizations related to project activities;
- Assists in the preparation of budget forecasting, in line with approved work plans.

### **General Administration**

- Prepares, processes and follows-up on administrative arrangements and forms related to the official travel of staff;
- Drafts routine correspondence;
- Maintains files of rules, regulations, administrative instructions and other related documentation.
- 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;

### **Results Expected:**

- Contributes to the effectiveness and efficiency of the department/unit by providing administrative support and specialized assistance to more senior staff in the assigned areas of responsibility.

### **Competencies:**

- **Professionalism:** Ability to perform a broad range of administrative functions, e.g., budget/work programme, human resources, database management, etc. Ability to apply knowledge of various United Nations administrative, financial and human resources rules and regulations in work situations. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.
- **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.
- **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.

### **Qualifications:**

**Education:** High school diploma or equivalent. Must have passed the United Nations Global General Service Test (GGST) at Headquarters or an equivalent locally-administered test at Offices Away.

**Experience:** Five years of experience in administrative services, finance, accounting, audit, human resources or related area.

**Language:** English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of another official United Nations language is an advantage.