



VACANCY ANNOUNCEMENT

(03/11/2009)

NOTE

Appointment against this post is on a local basis. External candidates will be considered only when no suitable internal candidate from the duty station is identified. The candidate is responsible for any travel expenses incurred in order to take-up the appointment. Staff members are subject to the authority of and assignment by the SG. All staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

VACANCY NOTICE NO.:	GS-09-26
ORGANIZATIONAL LOCATION:	UNEP/DEPI/GPA
DUTY STATION:	Nairobi
FUNCTIONAL TITLE:	Team Assistant
GRADE:	G-4
DURATION:	Two Years
CLOSING DATE:	02/12/2009

BACKGROUND

The United Nations Environment Programme (UNEP) is the United Nations system's designated entity for addressing environmental issues at the global and regional level. Its mandate is to coordinate the development of environmental policy consensus by keeping the global environment under review and bringing emerging issues to the attention of governments and the international community for action. UNEP's Division of Environmental Policy Implementation (DEPI) works with international and national partners, providing technical assistance and advisory services for the implementation of environmental policy, and strengthening the environmental management capacity of developing countries and countries with economies in transition. This post is located in UNEP/DEPI at the Nairobi duty station in the Marine and Coastal Ecosystems Branch. The incumbent will perform the following functions:

DUTIES AND RESPONSIBILITIES:

1. Perform a wide range of office support and administrative functions: Respond or draft responses to routine correspondence and other communications; Screen phone calls and visitors; Respond to moderately complex information requests and inquiries and as necessary, refer inquiries to appropriate personnel for handling; Provide secretarial, administrative and logistics support to meetings, boards, committees, conferences, etc; Review, record, distribute and/or process mail and other documents; follow-up on impending actions; Prepare and/or process administrative requests/documents (e.g. requisitions, purchase orders, travel requests, contracts, expenditure authorizations, visa applications, etc.); handle arrangement for printing and translation as necessary; coordinate shipment arrangements, courier services, etc.
2. Monitor processes and schedules related the unit's outputs, products, tasks, etc. Where applicable, assist in the verification of receipt and accuracy of requisite documents, approvals, signatures, etc.
3. Research, compile and organize information and reference materials from various sources for reports, work plans, studies, briefings, meetings/conferences, etc.
4. Assist in the maintenance of websites by scanning, converting and posting a variety of documents onto the site; Maintain files (both paper and electronic) and databases for work unit.
5. Assist in the preparation of presentation materials using appropriate technology/software.
6. Maintain calendar/schedules; monitor changes and communicates relevant information to appropriate staff

inside and outside the immediate work unit.

7. Update and maintain large distribution lists; monitor, prepare and distribute various materials, reports, where possible using electronic formats.

8. Provide guidance to less experienced staff on general office processes and procedures, computer applications, etc.

9. Perform other duties as assigned.

COMPETENCIES:

Professionalism - Knowledge of general office and administrative support including administrative policies, processes and procedures. 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.

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; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Commitment to Continuous Learning - Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.

Technological Awareness - Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

QUALIFICATIONS:

High school diploma or equivalent. Specialized clerical/secretarial training/course desirable. Passing of UN secretarial tests required.

EXPERIENCE:

A minimum of 4 years of progressively responsible experience in secretarial and general office support or related area in a large organization; experience within the UN Secretariat or other international organizations is desirable.

LANGUAGE REQUIREMENTS:

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.

OTHER DESIRABLE SKILLS:

Solid computer skills, particularly in using relevant information and email databases with a good knowledge of word processing are required.

Qualified candidates may submit their applications including their curriculum vitae or United Nations Personal History form (P.11) to the address mentioned below on or before the deadline.

Email: recruitment@unon.org

Please quote;

- ❖ Index Number (for UN staff member)
- ❖ Vacancy Notice Number
- ❖ Functional title of the post
- ❖ Attach an updated fact-sheet, and a copy of the last two performance appraisals.

Applications received after the deadline will not be considered.

UNEP, UNHABITAT and UNON do not charge a fee at any stage of the recruitment process. If you have any questions concerning persons or companies claiming to be recruiting on behalf of these offices and requesting the payment of a fee please contact: recruitment@unon.org