



# UNITED NATIONS OFFICE AT NAIROBI

مكتب الأمم المتحدة في نيروبي • 联合国内罗毕办事处 • OFFICE DES NATIONS UNIES A NAIROBI  
ОТДЕЛЕНИЕ ОРГАНИЗАЦИИ ОБЪЕДИНЕННЫХ НАЦИЙ В НАЙРОБИ • OFICINA DE LAS NACIONES UNIDAS EN NAIROBI

## **NOTE**

Appointment against this post is on a local basis. This position is funded for an initial period of one year and may be subject to extension. Vacancies at the G1 to G4 levels are open to both internal and external candidates, including staff members on temporary appointments. However, priority consideration will be given to serving staff members holding a Fixed Term, Continuing Appointment or Permanent Appointment. New external candidates will only be considered when a serving staff member cannot be identified. 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 the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

Issue date: 21/07/2017

VACANCY NOTICE NO.:	GS-17-06
ORGANIZATION:	UN Environment
DUTY STATION:	Kingston, Jamaica
FUNCTIONAL TITLE:	Team Assistant
GRADE:	G-4
DURATION:	1 year
CLOSING DATE:	28/08/2017

## **Background:**

The United Nations Environment Programme (UN Environment) is the leading global environmental authority that sets the global environmental agenda, promotes the coherent implementation of the environment dimension of sustainable development within the United Nations System and serves as an authoritative advocate for the global environment. UN Environment's Latin American and Caribbean Office helps to implement UN Environment's global programmes in the Latin America and Caribbean region by initiating, coordinating and catalyzing regional and sub-regional cooperation and action in response to environmental problems and emergencies. The post is located in the Caribbean Sub-Regional Office in Kingston, Jamaica.

## **Duties and Responsibilities:**

Under the direct supervision of the Head of the Caribbean Sub-Regional Office, the incumbent will perform the following duties:

- Responds or drafts responses to routine correspondence and other communications; uses standard word processing package to produce a wide variety of large, complex documents and reports; researches, compiles and organizes information and reference materials from various sources for reports, work plans, studies, briefings, meetings/conferences; generates a variety of standard statistical and other reports, work orders, etc., using various databases; proofreads documents and edits texts for accuracy, grammar, punctuation and style, and for adherence to established standards for format. Assists in the preparation of presentation material
- Screens phone calls and visitors; responds to moderately complex information requests and inquiries pertaining to the substantive office Caribbean Sub-Regional Office (e.g. answers requests requiring file search, etc.), and as necessary, refers inquiries to appropriate personnel for handling.
- Updates and maintains large distribution lists; monitors, prepares and distributes various materials, reports, where possible using electronic formats; handles arrangement for printing and translation as necessary; coordinates shipment arrangements, courier services, etc.
- Performs general administrative tasks, to include preparing and/or processing administrative requests/documents, maintain files and databases. Provides secretarial, administrative and logistics support to meetings, committees, conferences, travel requests, travel plan processing, preparation of procurements and human resources requisitions, etc. Follows up on impending actions
- Performs other duties as assigned

## Competencies:

**Professionalism:** Knowledge of, and ability to apply financial rules, regulations and procedures in the UN environment; Knowledge, skills and ability to extract, interpret, analyse and format data across the full range of finance and budget functions; 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; Remains calm in stressful situations,

**Planning and 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.

**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.

**Education:** High school diploma or equivalent is required. Supplementary training or technical finance/accounting is desirable. Candidates **MUST** pass the United Nations Administrative Support Test (ASAT) or the Global General Service Test (GGST) at Headquarters or an equivalent locally-administered test.

**Experience:** A minimum of four years of work experience in general office support or related area is desirable. Knowledge of Enterprise Resource Planning (ERP) system (preferably Systems, Applications and Products (SAP) is a plus.

**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 Spanish and French is an advantage.

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

**E-mail:** [vacancy.unep@pnuma.org](mailto:vacancy.unep@pnuma.org)

- ❖ **Vacancy Notice Number and Functional Title in the Subject of the e-mail.**
- ❖ Index Number (for UN staff member) and attach an updated PHP, and a copy of the last two performance appraisals.

**Applications received after the deadline will not be considered.**

**PLEASE QUOTE JOB OPENING ANNOUNCEMENT NO:GS-17-06 ON THE SUBJECT OF YOUR E-MAIL APPLICATION.**

**THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.**