JOB OPENING

Job Title, Level: Team Assistant, G-4
Office: ESCAP Subregional Office for North and Central Asia (SONCA)
Location: Almaty, Kazakhstan
Posting Period: 6 March – 5 April 2015 (Updated)
Duration: If a staff member holding a fixed-term, continuing, permanent appointment is selected, the appointment type will remain unchanged. If an external candidate is selected, a temporary appointment for an initial period of 11 months will be granted.

Job Opening Number: 15-G-04-SONCA-XB-G-4-ALMATY

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Org. Setting and Reporting

The mandate of the United Nations Economic and Social Commission for Asia and the Pacific (ESCAP) is to promote regional cooperation for inclusive economic and social development in the Asian and Pacific region. ESCAP’s role as a regional development arm of the United Nations Secretariat is to support its membership, through its analytical, normative and technical cooperation, to respond to the development priorities and changing needs of the Asian and Pacific region.

ESCAP Subregional Office for North and Central Asia (SONCA) is based in Almaty, Kazakhstan and covers Armenia, Azerbaijan, Georgia, Kazakhstan, Kyrgyzstan, the Russian Federation, Tajikistan, Turkmenistan and Uzbekistan. Afghanistan participates in the activities of SONCA as a member of the United Nations Special Programme for the Economies of Central Asia (SPECA).

SONCA facilitates the improvement of regional connectivity by encouraging transport, energy and ICT infrastructure development and facilitating agreements to boost regional trade and economic prosperity support the implementation of macroeconomic reforms and sustainable development.

This position is located in the ESCAP Subregional Office for North and Central Asia (SONCA), Almaty, Kazakhstan. The incumbent reports to the Head of ESCAP Subregional Office for North and Central Asia.

Responsibilities

Under the direct supervision of the Head of ESCAP Subregional Office for North and Central Asia, the incumbent is required to perform the following functions:

• Performs a wide range of office support and administrative functions.
• Monitors processes and schedules related the unit’s outputs, products, tasks, etc.; where applicable, assists in the verification of receipt and accuracy of requisite documents, approvals, signatures, etc. to ensure compliance with relevant legal, financial and other requirements.
• Researches, compiles and organizes information and reference materials from various sources for reports, work plans, studies, briefings, meetings/conferences, etc.
• Screens phone calls and visitors; responds to moderately complex information requests and inquiries (e.g. answers requests requiring file search, etc.), and as necessary, refers inquiries to appropriate personnel for handling.
• Provides secretarial, administrative and logistics support to meetings, boards, committees, conferences, etc.
• Assists in the maintenance of websites by scanning, converting and posting a variety of documents onto the site.
• Assists in the preparation of presentation materials using appropriate technology/software.
• Reviews, records, distributes and/or processes mail and other documents; follows-up on impending actions.
• 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 (e.g. leave and attendance recording, arrangements for meetings and other events, reservations, budget follow-up, etc.), to include preparing and/or processing administrative requests/documents (e.g. requisitions, purchase orders, travel requests, contracts, expenditure authorizations, visa applications, etc.).
• Maintains files (both paper and electronic) and databases for work unit.
• Assists in providing software and office equipment support.
• Performs 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.

• **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.

• **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

High school diploma or equivalent is required. A first-level university degree is desirable.

Work Experience

A minimum of three years of progressively responsible experience in general office support or related area is required. A first-level university degree may be accepted in lieu of two years of required experience.

Languages

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

Assessment Method

Qualified applicants may be evaluated through a competency-based interview and/or other assessment methods.
Special Notice

Appointment against this post is on a local basis; candidates shall be recruited in the country or within commuting distance of the SONCA office, irrespective of nationality and length of time the candidate may have been in the country. If no suitable local candidate is identified, candidates residing abroad may be considered. The candidate is responsible for any expenses incurred in taking the relevant examinations at the duty station, and of any costs related to traveling and relocating to the duty station in the event of an employment offer.

This post is funded from extra budgetary resources.

Must pass the United Nations Administrative Support Assessment Test (ASAT) at Headquarters or an equivalent locally-administered test at Offices Away from Headquarters.

United Nations Considerations

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

No Fee

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

Application Process

Applicants are requested to complete a Personal History Profile (PHP) on careers.un.org and submit it electronically to: escap-application@un.org with the subject “Application for JO No. 15-G-04-SONCA-XB-G-4-ALMATY” and received no later than the deadline indicated above.

PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED.

Due to the volume of applications, only candidates under positive consideration will be contacted.