

CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

I. Position Information

Job Code Title:	Administrative & Finance Assistant.
Pre-classified Grade:	GS-6
Supervisor :	Administrative Unit Coordinator and the overall guidance of OHCHR-Mexico's Representative.
Organizational Unit:	OHCHR Mexico
Duty Station:	Mexico City

II. Organizational Context

Under the direct supervision of the Administrative Unit Coordinator and the overall guidance of OHCHR-Mexico's Representative, the Administrative & Finance Assistant's main tasks and responsibilities are to assist in financial monitoring, personnel matters and to perform all administrative actions required for the management of projects with counterparts.

III. Main duties / Key results

a) Finance

- ☐ Participate in the planning, design and elaboration of the Office Cost Plan.
- ☐ Monitor Annual Work Plan/Cost Plans (AWP/CP) expenditures.
- ☐ Systematize financial information in order to contribute to the decision making process of the Office.
- ☐ Prepare detailed monthly financial implementation reports per activity and per budget code.
- ☐ Collect data from relevant databases to prepare financial reports.
- ☐ Ensure that financial resources are utilized to implement activities in accordance with the AWP/CP.
- ☐ Maintain a record of payments and track the expenditures.
- ☐ Participate in the mid and end of year reviews and reporting; recommend reallocation of funds when necessary.

b) Personnel and administrative matters

- ☐ Assist the Unit Coordinator in the hiring processes of FTA contracts; gather, check and file the required documents.
- ☐ Maintain confidentiality related to personnel documents.
- ☐ Contribute to the planning and implementation of personnel training activities.

c) Project Monitoring:

- ❑ Participate in the elaboration of project budgets and their corresponding follow up.
- ❑ Provide support to the implementation and monitoring of projects and their corresponding and appropriate follow-up actions.
- ❑ Organize data and information, prepare and maintain records for the monitoring of project implementation and contractual commitments.
- ❑ Assist in the elaboration of financial reports and, when necessary, harmonize UN rules with those of OHCHR's partners.
- ❑ Compile documents and reports of project-related activities; develop, maintain and control the filing and reference system.
- ❑ Compile all documents and transactions related to project activities and prepare reports including financial breakdowns.

Other related tasks

- ❑ During the absence of the supervisor, perform appropriate actions and follow-up the Unit's planned/ongoing activities.
- ❑ Backup in other administrative activities when necessary.
- ❑ Undertake other related tasks necessary for the completion of the objectives and the general mandate of the OHCHR-Mexico.

V. Competencies

- ❑ **Professionalism** - Good knowledge of finance, project management and administrative procedures, capability to perform a broad range of administrative and finance activities. Ability to apply in a correct manner the rules and regulations of the United Nations related to administration and finance; capacity to comply with deadlines and achieve results; motivated by professional rather than personal concerns; shows determination when faced with difficult problems or challenges; remains calm in stressful situations.
- ❑ **Planning and Organizing** – Ability to establish priorities and to plan work assignments, to juggle work demands and ability to work under pressure and with tight deadlines; aptitude to monitor expenditures against budget allocation. Demonstrated organizational skills; 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.
- ❑ **Accountability** - High sense of responsibility; operates in compliance with UN rules and regulations. Aptitude to identify, in conjunction with management, specific activities and job processes that require defined accountability and link them to appropriate and specific strategies and objectives. Revises periodically progress made in the established work plan with Head of the Unit. Constantly reaches objectives.
- ❑ **Client Orientation**- Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions.
- ❑ **Teamwork** - Proven interpersonal skills and ability to establish and maintain good working relationships in a multidisciplinary environment with sensitivity and respect for diversity.

VI. Recruitment Qualifications	
Education:	Complete secondary education, high school education diploma or equivalent. Specific training in a field relevant to administration, finance or project management will be an asset.
Experience:	At least 6 years of progressively responsible and relevant experience at national level in the administrative area or related field. Previous experience with United Nations or an international organization is an advantage.
Language Requirements:	Fluency in Spanish and English, both written and spoken
Other Skills:	Ability to work in a multicultural and multiethnic environment. Capacity to carry out multiple tasks with limited time.

VII. Applications
<p>Please send your electronic United Nations P-11 form duly signed and a cover letter to the following e-mail: rhmxico@ohchr.org. UN staff members must submit scanned copies of their latest Performance Appraisal System (PAS).</p> <p>Please clearly mark your application with the subject "<u>Administrative & Finance Assistant (GS-6)</u>"</p> <p>Deadline for Applications: <u>October 30, 2016</u></p> <p>Date of Issuance: October 14, 2016</p>

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