



NACIONES UNIDAS
DERECHOS HUMANOS
OFICINA DEL ALTO COMISIONADO
México

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

Administrative & Programme assistant (GS-4)

Deadline for applications: February 26th, 2017

Date of issuance: April 1st, 2017

Organizational Unit: OHCHR Mexico

Duty Station: Mexico City

Description of functions

Under the direct supervision of the Head of Administrative Unit, the general guidance of the Deputy Representative and the overall guidance of the Representative, the assistant works closely with the unit coordinators and will be responsible for the following activities:

- Provide administrative support to unit coordinators in order to comply with official travel requirements and procedures.
 - Assist in the process of the travel planning and related activities such as prepare a budget travel, bookings, buying air tickets, etc.
 - Maintain a record of official travel-related activities and track their completion
 - Compile all documents and transactions related
 - Prepare reports including financial breakdown
 - Develop and maintain the filing and reference system.
- Organize and coordinate arrangements to provide resources needed for the completion of the activities.
 - Assist in the procurement of individual services to perform time-bound and non-staff tasks and, in case, the process of hiring consultancies
 - Assist in the procurement process of goods and services, analyze and compare quotations and prepare the purchase/service orders requests.
 - Prepare payment requests and ensure accurate support information and support documents
 - Monitor and confirm proper delivery and condition of goods and services.
- Receive and process travel, service/purchase requests and verify its pertinence with the annual work plan, take appropriate follow up actions.
- Participate in the planning process by providing inputs to the programmatic areas.
- Carry out actions to provide the logistics of conferences, workshops or seminars by accompanying the unit coordinators in the process of selecting vendors for services, materials and goods required for events in general.
- Backup in other administrative activities when necessary.
- Undertake any Office related task, as required by the supervisor.

Competencies

Professionalism - Good knowledge on procurement and administrative procedures, ability to perform a broad range of administrative functions. Ability to apply knowledge of United Nations administrative and financial rules and regulations in work situations; 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. **Planning and Organizing** - Ability to establish priorities and to plan work assignments, juggle competing demands and work under pressure and tight deadlines, preparing expenditure and travel requests 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. **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. **Accountability** - High sense of responsibility; operate in compliance with UN rules and regulations. Identifies in conjunction with management, specific activities, processes jobs that require defined accountability linking them to accountability strategies and objectives. Revises periodically progress made in the established work plan with Head of the Unit. Constantly reaches their objectives. **Communication** - Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; demonstrates openness in sharing information and keeping people informed. Demonstrated public relations skills. **Teamwork**: Proven interpersonal skills and ability to establish and maintain good working relations in a multidisciplinary environment with sensitivity and respect for diversity.

QUALIFICATIONS

Education

Complete secondary education, high school education diploma or equivalent. Specific training in a field relevant to administration, finance or related area will be an asset.

Work experience

At least 4 years of progressively responsible experience at national level in the administrative or programmatic area or related field. Previous experience with United Nations or an international organization is an asset.

Languages

Fluency in Spanish. Fluency in written and spoken English is highly desirable.

Other desirable skills

Ability to work in a multicultural and multiethnic environment & capacity to develop multiple tasks with organization and with limited time.