

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

**I. Position Information 49497**

<b>Job Code Title:</b>	<b>Temporary Appointment Administrative Assistant</b>
Pre-classified Grade:	GS-5
Supervisor:	Administrative Unit Coordinator
Organizational Unit:	OHCHR Mexico
Duty Station:	Mexico City

**II. Organizational Context**

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

**III. Main duties / Key results**

**Main duties**

- Provide administrative support to unit coordinators 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/cost 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.

#### IV. Impact of Results

OHCHR Mexico is able to implement its cost plan in time and within rules and regulations. Staff is aware of budget availability.

#### V. Competencies

**Professionalism** – 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. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**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.

**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; monitors on-going developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

#### VI. Recruitment Qualifications

<b>Education:</b>	High school diploma or equivalent is required.
<b>Experience:</b>	A minimum of 5 years of progressively responsible experience in an administrative or programmatic area or related field, at the national level is required. Prior experience with the United Nations or other international organization is desirable.
<b>Language Requirements:</b>	English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in Spanish is required. Fluency in English is required.
<b>Other Skills:</b>	<ul style="list-style-type: none"><li>• Knowledge of Word, Excel, and PowerPoint.</li><li>• Specific training in a field relevant to administration, finance or related area will be an asset.</li><li>• Ability to work in a multicultural and multiethnic environment &amp; capacity to develop multiple tasks with organization and with limited time</li></ul>

#### VII. Applications

Please send your electronic United Nations PHP form duly signed and relevant academic/professional certificates to the following e-mail: [ohchr-rhmexico@un.org](mailto:ohchr-rhmexico@un.org)  
Please clearly mark your application with the subject “Temporary Appointment Administrative Assistant – GS 5”.

Deadline for Applications: <b><u>June 4, 2022</u></b> Date of Issuance: May 18, 2022
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***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.***