



Job Opening

Job Title: Administrative Officer, P4
Department/ Office: Department of Field Support
Duty Station: NEW YORK
Posting Period: 19 November 2012-18 January 2013
Job Opening number: 12-ADM-DFS-25921-R-NEW YORK (R)

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

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Org. Setting and Reporting

This position is located in the Office of the Director, Department of Field Support (DFS) under the Office of the Assistant Secretary-General of DFS. The incumbent will report to the Director, Department of Field Support.

Responsibilities

Within delegated authority the Administrative Officer will be responsible for the following duties:

Human Resource Management

- Initiates and coordinates actions covering the entire span of human resource activities, e.g., recruitment, placement, promotion, performance appraisal, vacancies, job classification reviews, separation of staff members, training, etc., ensuring consistency in the application of UN rules and procedures.
- Provides expert advice with respect to conditions of service, duties and responsibilities, and privileges and entitlements under the Staff Rules and Regulations.
- Represents the Department/Unit at Departmental Panels and appointment bodies.
- Reviews post incumbency reports for purposes of vacancy management and staffing table control.
- Leads, oversees and coordinates the preparation and implementation of the work program and budget to ensure compatibility with work priorities and objectives, taking into account the most effective use of resources.

Budget and Finance

- Initiates and conducts studies to improve budget reporting systems and cost-effective utilization of program resources.
- Monitors and controls budgetary allocations through regular reviews; drafts routine and ad hoc outputs; and provides effective monitoring reports and data. Identifies deviations from plans and proposes corrective measures.
- Coordinates all budgetary matters related to the Office of the Director, including development of submissions to the Support Account and Regular Budget, and follows up on relevant reporting thereto.
- Liaises with the Office of the Chief of Staff, DFS Office of the Under-Secretary-General and the Executive Office, as relevant, on all budgetary and human resources matters;
- Establishes and maintains a set of sound policies, procedures, standards and tools which are consistent with UN policy and practice in order to ensure proper accounting, financial management and control.

General Administration

- Supports the Director in the discharge of his responsibilities in providing cross-cutting strategic operational support to DFS divisions and DFS-supported field missions.
- Identifies problems/issues and prepares conclusions/recommendations for the Director and Senior Management's consideration.
- Coordinates, in close consultation with relevant Integrated Operating teams and DFS Divisions, operational support to high intensity and/or missions in transition.
- Implements and monitors support services, including procurement of supplies and services; transport, travel and traffic, communications, engineering and information technology support; and provision of local utilities and service requirements.
- Supervises a staff team and/or provide advice to others on human resource administration, financial administration and management information issues and practices to colleagues.
- Produces major/complex reports for management.
- Provides expert guidance and leadership to more junior staff.
- Performs other related duties as required, e.g., reviews of Secretariat offices and departments at headquarters/missions, operational travel programme, adequacy of departmental space requirements, and technology requirements.
- Performs other related work as required.

Competencies

Core Competencies:

Professionalism:

Knowledge of administrative, budgetary, financial and human resources policies and procedures. Ability to apply various United Nations administrative rules and regulations in work situations. Conceptual analytical and evaluative skills to conduct independent research and analysis. Ability to identify issues, formulate opinions, make conclusions and recommendations. 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 & 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 ongoing 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

Education

Advanced university degree (Master's degree or equivalent) in business or public administration, finance, accounting, law or related area. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of seven years of progressively responsible experience in administration, finance, accounting, human resources management or related field. Qualifying years of experience are calculated following the receipt of the first level university degree recognised by the United Nations. Experience in peacekeeping in the field is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the position(s) advertised, fluency in oral and written English is required. Knowledge of a second official United Nations languages is desirable.

Assessment Method

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

Special Notice

This post is financed by the Support Account for Peacekeeping Operations for a period of one year. Extension of appointment will be subject to budgetary approval.

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.

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, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.

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