


<b>UNITED NATIONS</b>		<b>NATIONS UNIES</b>
		<b>Ref: HRSS/15/09/1366</b>

## TEMPORARY JOB OPENING

<b>P-3</b>	<b>Special Assistant to the Director of Division of Administration</b>		
TJO Grade Level	Functional Title		
<b>Economic Commission for Africa/ Division of Administration/Human Resources Services Section</b>			
Department/Division/ Section			
<b>Administration</b>			
Occupational Group			
<b>23 – 29 September 2015</b>			
Duration of Publication			
<b>Service/Section:</b>	<b>Division of Administration</b>	<b>Duty Station:</b>	<b>Addis Ababa</b>
<b>Duration:</b>	<b>11 Months</b>	<b>Open to Externals</b>	<b>Yes</b>
<b>Possibility of Extension:</b>	<b>Yes</b>		

### DUTIES AND RESPONSIBILITIES

#### **ORGANIZATIONAL SETTINGS AND REPORTING LINES:**

This temporary position is located in the Office of the Director of Division of Administration, at the Economic Commission for Africa (ECA) in Addis Ababa, Ethiopia. The Special Assistant reports directly to the Director, Division of Administration. For more information about UNECA, please visit our website: [www.uneca.org](http://www.uneca.org)

#### **RESPONSIBILITIES:**

Within the delegated authority, the Special Assistant will be responsible for the following duties encompassing sub-functional specialties such as finance, audit, human resource administration, planning, monitoring, programming/ budgeting, coordination and implementing, monitoring and evaluation of business continuity:

- Support the Director in the conduct of the office work and all issues that fall within the DOA purview, including general management matters and staff-management relations;
- Organize daily and special briefings for the Director of Administration, e.g. Drafting background documents, notes for the file, presentations as well as ensuring the timely and qualitative drafting of documents and other written papers for DoA;
- Conduct and coordinate the day-to-day work of the Director of Administration by providing liaison services with all variety of clients to the DOA; Ensures that internal and external communications flow is maintained through appropriate electronic media;
- Supports the Director of DOA in the development and implementation of operational plans, standard operating procedures (SOPs);
- Reviews and analyses data with respect to the finalization of cost estimates and budget proposals, in terms of staff and non-staff requirements;
- Takes the lead with respect to the preparation and implementation of the work programme for the Division, ensuring that financial resources are utilized to implement activities in accordance with the Programme Budget and allotments issued;
- Monitors budget implementation and determines/recommends reallocation of funds when necessary; reviews and makes appropriate recommendations with respect to the finalization of budget performance reports, analyzing variances between approved budgets and actual expenditures;
- Acts as a focal point for internal and external audit related matters (with OIOS and Board of Auditors), and coordination of assignments originating from JIU, ICSC, Ethics Office, Operations Management Team (OMT) of UN System Ethiopia or other UN entities;
- Coordinates organization's business continuity activities;
- Ensure the timely preparation of relevant background documents and the organization of briefings for meetings;
- Performs other related duties as required.

## COMPETENCIES

## **PROFESSIONALISM:**

Conceptual analytical and evaluative skills in order to conduct independent research and analysis. Ability to identify issues, formulate opinions, and make 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 strives for equal participation of women and men in all areas of work. Knowledge of administrative, budgetary, financial and human resources policies and procedures. Ability to apply various United Nations administrative rules and regulations to work situations.

## **COMMUNICATION:**

Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

## **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.

## **TEAMWORK**

Works collaboratively with partners and 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.

## **QUALIFICATIONS**

### **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 qualifying experience may be accepted in lieu of the advanced university degree.

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**Experience:**

A minimum of five years of progressively responsible experience in administration, finance, accounting, human resources management or related field.

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**Language:**

Fluency in English (both oral and written) is required; Knowledge of French is an advantage.

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## HOW TO APPLY

**DOCUMENTS REQUIRED:**

- Cover Letter
- Personal History Profile (visit <https://inspira.un.org> to generate a PHP)
- Employment verification letter from most recent employer (for external applicants)
- Last two completed Performance Appraisal or two Reference Letters for external applicants
- Other:

**ALL SUBMISSIONS TO BE SENT TO: [RecruitmentPPost@uneca.org](mailto:RecruitmentPPost@uneca.org)**

**Subject line: TJO, Special Assistant to the Director, Division of Administration P-3 (HRSS/15/09/1366)**

**Notes:**

- A current staff member who holds a **fixed-term, permanent or continuing appointment** may apply for temporary positions no more than one level above his or her current grade. However, a current staff member who holds an appointment at the G-6 or G-7 level may also apply to temporary positions in the Professional category up to and including the P-3 level, subject to meeting all eligibility and other requirements for the position. A staff member holding a **temporary appointment** shall be regarded as an external candidate when applying for other positions, and may apply for other temporary positions at any level, subject to staff rule 4.16 (b) (ii). Therefore, a staff member holding a temporary appointment in the General Service or related categories may only apply to positions within those categories. For full information on eligibility requirements, please refer to section 5 of [ST/AI/2010/4/Rev.1](#) on Temporary Appointments. In its resolution 66/234, the General Assembly further “stressed that the Secretary-General should not recur to the practice of temporarily filling posts in the Professional and higher categories with General Service staff members who have not passed the General Service to Professional category examination other than on an exceptional basis, and requests the Secretary-General to ensure that temporary occupation of such posts by the General Service staff shall not exceed a period of one year, effective 1 January 2013...” Consequently, eligible candidates in the General Service or related categories for temporary job openings in the Professional category that have not passed

the competitive examination may be selected only on an exceptional basis endorsed by the Office of Human Resources Management where no other suitable candidate could be identified.

- Subject to the funding source of the position, this temporary job opening may be limited to candidates based at the duty station.
- While this temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post. An external candidate selected for this position is bound by the prevailing condition of the staff selection system under ST/AI/2010/3, as amended, and ST/AI/2010/4/Rev.1. A staff member holding a temporary appointment who is recruited in the Professional and above categories on a temporary appointment, and placed on a position authorized for one year or longer may not apply for or be reappointed to his/her current position within six months of the end of his/her current service. This provision does not apply to staff members holding temporary appointments and placed on positions authorized for one year or more in duty stations authorized for peacekeeping operations or special political missions.
- The expression “Internal candidates”, shall mean staff members who have been recruited after a competitive examination under staff rule 4.16 or after the advice of a central review body under staff rule 4.15.
- Please note that candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.
- For information on special post allowance, please refer to ST/AI/1999/17. For more details on the administration of temporary appointments please refer to ST/AI/2010/4/Rev.1.
- The Staff Regulations, Staff Rules and administrative issuances governing staff appointments can be viewed at: [http://www.un.org/hr\\_handbook/English](http://www.un.org/hr_handbook/English) .