

Posting Title : PROJECT ASSISTANT (PART-TIME),G5
Job Code Title : Programme Management Assistant
Department/ Office : United Nations Environment Programme
Location : GENEVA
Posting Period : 22 July 2014-21 August 2014
Job Opening number : 14-PGM-UNEP-35739-R-GENEVA (E)

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

Special Notice

Appointment against this post is on a local basis. External candidates will be considered only when no suitable internal candidate from the duty station is identified. The candidate is responsible for any travel expenses incurred and visa or work permit issues in order to take-up the appointment. This position is open for recruitment for an initial period of one year and may be subject to extension. 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. All applicants are strongly encouraged to apply on-line as soon as possible after the job opening has been posted and well before the deadline stated in the job opening. On-line applications will be acknowledged where an email address has been provided. If you do not receive an e-mail acknowledgement within 24 hours of submission, your application may not have been received. In such cases, please resubmit the application, if necessary. If the problem persists, please seek technical assistance through the Inspira "Need Help?" link.

Org .Setting And Reporting

The United Nations Environment Programme (UNEP) is the United Nations system's designated entity for addressing environmental issues at the global and regional level. Its mandate is to coordinate the development of environmental policy consensus by keeping the global environment under review and bringing emerging issues to the attention of governments and the international community for action. The Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) is an international agreement between states. Its aim is to ensure that international trade in specimens of wild animals and plants does not threaten their survival (www.cites.org). The CITES Secretariat is administered by UNEP and is located at the Geneva duty station.

Responsibilities

Under the direct supervision of the Capacity Building Coordinator, Knowledge Management and Outreach Services (KMOS), the incumbent will perform the following:

Project Management:

- Assist with day-to-day implementation of the two EU-CITES projects and contribute to their workplans and expected results;
- Prepare, distribute and maintain records on project-related contracts and their progress (such as, Terms of Reference (TOR), communication, reporting) in accordance with accepted policies and procedures;
- Liaise with Administrative Services unit to monitor budget expenditures and maintain a record of project budget revisions;
- Assist with the updating of relevant project documents and web portal(s);
- Undertake other administrative and logistical tasks for the prompt and effective implementation of the project as required.

Secretarial and Administrative support for KMOS:

- Contribute to the implementation of capacity building programme;
- Assist with other knowledge and information management activities such as the CITES website, the CITES Virtual College and Library;
- Undertake other financial and administrative tasks on ad hoc basis (such as filing, drafting correspondence of a routine nature, scheduling meetings, making arrangements for staff travel, among others).
- Provide general office assistance; respond to information requests and enquiries; review, log and route incoming correspondence; set up and maintain files or records; organize meetings, workshops; handle administrative tasks, such as maintaining attendance records, assessing telephone billing.
- Perform other duties as assigned.

Competencies

- **Professionalism:** Knowledge of internal policies, processes and procedures generally and in particular those related to programme or project administration, programming and budgeting. Understanding the functions and organization of the work unit and of the organizational structure and respective roles of related units. Ability to undertake basic research and gather information from standard sources. Shows pride in work and in achievements; 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.
- **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.
- **Technological Awareness:** Keeps abreast of available technology; Understands applicability and limitation of technology to the work of the office; Actively seeks to apply technology to appropriate tasks; Shows willingness to learn new technology.

Education

Completion of secondary education or equivalent is required. Passing the Administrative Assessment Support Test (ASAT) at Headquarters or an equivalent recognised locally-administered test at a United Nations Office Away, is desirable.

Work Experience

A minimum of five (5) years of experience in secretarial work, office management and administration is required. Working experience with the United Nations is desirable. Experience in preparing and reviewing UN contracts (such as MoUs, ICAs and SSFAs), and budget management is an advantage.

Languages

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Working knowledge of French would be desirable. Knowledge of another official United Nations language is an advantage.

Assessment Method

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

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. 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.

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.