

Posting Title : ADMINISTRATIVE ASSISTANT, G6  
Job Code Title : ADMINISTRATIVE ASSISTANT  
Department/ Office : Resident Coordinator System  
Duty Station : MALE  
Posting Period : 28 December 2022 - 26 January 2023  
Job Opening number : 22-ADM-RCS-198177-R-MALE (X)  
Staffing Exercise : N/A

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

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### **Org. Setting and Reporting**

The UN Secretary-General's launched on 1 January 2019 a bold and new global reform which repositioned the UN Development System to deliver more effectively and efficiently with the achievement of the 2030 Agenda and the Sustainable Development Goals (SDG). As part of this reform, UN Resident Coordinator Offices (UN RCO), under the leadership of an empowered and independent UN Resident Coordinator - the highest-ranking official of the UN Development System and Representative of the UN Secretary-General at country level - support countries in the achievement of their development priorities and the attainment of the SDGs.

Under the guidance and direct supervision of the UN Resident Coordinator (UNRC) in Maldives, the Administrative Assistant ensures effective and efficient functioning of the RC's office, full confidentiality in all aspects of assignment, maintenance of protocol procedures, management of information flow and follow-up on deadlines and commitments made. The Administrative Assistant performs a variety of standard administrative processes ensuring high quality and accuracy of work.

### **Responsibilities**

Within delegated authority, the incumbent will be responsible for the following duties:

#### **1. ENSURES EFFECTIVE AND EFFICIENT FUNCTIONING OF THE RC OFFICE:**

- Maintenance of the supervisor's calendar, contacts with high-ranking visitors, arrangement of appointments and meetings, acting as an interpreter when required and/or taking minutes.
- Maintenance of protocol procedures.

- Preparation of high quality briefing materials for supervisor for appointments, meetings, missions.
- Preparation of informal translations.
- Management of RC missions and representation schedule.
- Logistically supports the preparation of missions of senior officials from headquarters and other non-resident agencies to the country.
- Procedures for visas and accreditations of foreign officials in the offices of consular relations and immunities and privileges of the Ministry of Foreign Affairs.
- Maintenance of rosters of high-level partners, telephone lists.
- Preparation of correspondence, directives, comments on behalf of RC for his/her signature and making follow-up when required.
- Use of automated office management systems for effective functioning of the RC office, including, but not limited to, RC Office budget in ERP System (known as UMOJA in the UN), HR management, IRIS system.

## 2. ENSURES PROVISION OF EFFECTIVE COMMUNICATIONS SUPPORT TO THE OFFICE:

- Maintenance of the filing system ensuring safekeeping of confidential materials. Use of automated filing system.
- Coordination of the information flow in the office, follow up on circulation files.
- Facilitation of information sharing between UNCT and the UN Coordination Office.
- Follow up on deadlines, commitments made, actions taken and coordination of collection. and submission of the reports to RC.
- Screening of all incoming calls and correspondence.
- Presentation of proposals to eliminate communication bottlenecks in the office and streamline office procedures between the supervisor's office and subordinate division.

## 3. ENSURES FACILITATION OF KNOWLEDGE BUILDING AND MANAGEMENT:

- Sound contributions to knowledge networks and communities of practice.
- Organization of specialized trainings.
- Organization of trainings to UN staff on coordination, administration and protocol issues.
- Assists with the collection and analysis of data as well as preparation of data presentations and reports for information sharing, responding to queries, knowledge management, planning and decision making.
- Assists with visualizations and updating information material such as web pages or brochures.
- Performs other relevant duties as assigned.

## Competencies

**PROFESSIONALISM:** Ability to perform a broad range of administrative functions, e.g., budget/work programme, human resources, database management, etc. Ability to apply

knowledge of various United Nations administrative, financial and human resources rules and regulations in work situations. The ability to perform analysis, modeling and interpretation of data in support of decision-making. 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; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects 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**

A minimum of High school diploma or equivalent, is required. A degree in Communications, Public Relations, Business Administration or other related field is desirable. Passing the United Nations Global General Service Test (GGST) is a pre-requisite for recruitment consideration in the General Services and related categories in the United Nations Secretariat. Applicants who have not passed the GSST at the time of application may be invited for the test after submitting an application. The GGST is administered to applicants when required before the administration of a written assessment and/or interview.

## **Job Specific Qualifications**

### **Work Experience**

A minimum of seven (7) years of experience in secretarial, administrative services, finance, accounting, audit, human resources or related area at the national or international level is required.

A minimum of one (1) year work experience in data analytics or related area is desirable.

Experience in general office support or related area is desirable.

Work experience with an Enterprise Resources Planning (ERP) system, such as Umoja or similar, is desirable.

Work experience with the United Nations or similar international organization is desirable.

## **Languages**

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English and Dhivehi, is required. Knowledge of another official United Nations language is desirable.

NOTE: "Fluency equals a rating of "fluent" in all four areas (read, write, speak, understand) and " Knowledge of" equals a rating of' confident" in two of the four areas

## **Assessment**

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

## **Special Notice**

Appointment against this post is on a local basis and is open for an initial period of one year and may be subject to extension subject to funding availability.

This position is subject to local recruitment pursuant to staff rule 4.4 of the United Nations Staff Rules. However, Applicants may apply and be considered for locally recruited positions no matter where they are currently located (including the current serving staff members at other duty stations), provided they are locally available upon appointment. They will be considered locally recruited for purposes of SR 4.4. If selected, the GS staff member will be responsible for any costs related to their travel and relocation in the context or onboarding. If they do not already have the right to work in the duty station, appointment is contingent on issuance of a visa from the local authorities. A staff member subject to local recruitment shall not be eligible for the allowances or benefits exclusively applicable to international recruitment.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

Internal Applicants: When completing the form, ensure ALL fields, ALL professional experience and contact information are completed and up to date. This information is the basis for the hiring manager to assess your eligibility and suitability for the position and to contact you. 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.

At the United Nations, the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity, with due regard to geographic diversity. All employment decisions are made on the basis of qualifications and organizational needs. The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

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. Online 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

## **United Nations Considerations**

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical

basis as possible. The United Nations places 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. The United Nations Secretariat is a non-smoking environment.

The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, *inspira*. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the *inspira* account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in *inspira* to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

## **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.