

Posting Title : Senior Administrative Officer, P5, P5  
Job Code Title : SENIOR ADMINISTRATIVE OFFICER  
Department/ Office : Executive Office of the Secretary-General  
Location : NEW YORK  
Posting Period : 23 December 2016-13 January 2017  
Job Opening number : 16-ADM-EOSG-72109-R-NEW YORK  
Staffing Exercise : N/A

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

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### **Special Notice**

In keeping with the Secretary-General's emphasis on mobility, candidates who have served with Offices Away from Headquarters, Regional Economic Commissions, Field Operations or Agencies, Funds and Programmes are encouraged to apply. Secretariat staff members selected for a position in the Executive Office of the Secretary-General will retain their current contractual status and they will not retain their right of return to their current post. Those with current appointments limited to a specific Department, Office or Mission and will be given similar appointments limited to service in the EOSG. Likewise, external candidates who are selected will be given appointments limited to service in the EOSG. Staff members are reminded of the provisions contained in ST/SGB/2016/8 ("Placement of staff members serving in the Executive Office of the Secretary-General"), and if covered within the scope of that bulletin, may be placed laterally to any vacant position in any organizational unit or duty station.

### **Org .Setting And Reporting**

The following position is located within the EOSG at New York Headquarters. The post of Senior Administrative Officer is within the Management and Administration Unit under the overall supervision of the Director Management (D-2) and direct supervision of Executive Officer (D-1) in the EOSG.

### **Responsibilities**

Within delegated authority, the Senior Administrative Officer will be responsible for the following duties: POLICY AND PLANNING • Responsible for administration of all staff within the EOSG; • Supports the Executive Officer (D-1) in preparation of budget and management of financial resources; • Preparation and review of all administrative

policies/procedures;• Monitors and tracks the implementation of management reforms within the EOSG;• Prepares relevant reports and presentations for the intergovernmental bodies; • Supports synergy on reform issues between EOSG and other parts of the Secretariat;HUMAN RESOURCES MANAGEMENT• Takes the lead in coordinating the full range of issues related to the administration of staff within the EOSG, which includes managing the "Organizational Management (OM)" duties in Umoja;• Reviews posts incumbency reports, is responsible for post management and succession planning; • Advises on workforce planning; • Monitors and ensures timely filling of posts in accordance with established policies and procedures;• Ensures all actions are in compliance with Umoja (ERP) operational procedures for recruitment, transfer, placement and separation of staff promotions as well as mobility and career development; gender equality and staff-management relations; • Recruits staff, in adherence to the principles of gender parity and geographical balance;• Provides expert advice with respect to conditions of service, duties and responsibilities, and privileges and entitlements under the Staff Rules and Regulations;BUDGET AND FINANCE • Takes the lead in securing the required resources for the Office; • Monitors expenditures to ensure that they remain within authorised levels;• Develops, establishes and maintains a set of sound policies, procedures, standards and tools that are consistent with UN policy and practice in order to ensure proper accounting, financial management and control; • Serves as lead financial officer to the Office, providing guidance and direction on business and resource planning;• Identifies deviations from plans and proposes corrective measures;• Certifies travel requests and claims in travel claim portal;GENERAL ADMINISTRATION • Manages staff of the Office and prepares performance reports and medium-term plans for the staff; • Manages, guides, develops and trains staff under his/her supervision; fostering teamwork, enabling environment for gender parity and communication among staff in the EOSG and across organizational boundaries; • Contributes to the review of business process and information flow within the Office and advises on change where applicable; • Plans, prioritises and coordinates the day-to-day work and supervises the work of the unit's Professional and General Service staff; • Keeps abreast of developments in the field of human resources, budgetary and financial management;• Assists in any ad hoc projects as requested.

## **Competencies**

**PROFESSIONALISM:** - Proven ability to provide seasoned technical advice in a broad range of human resources, financial, and administrative areas to the Executive Officer and senior managers. - Ability to apply UN rules, regulations, policies and guidelines in work situations and prepare reports or rational with respect to key administrative decisions. -Ability to identify issues, analyze and formulate opinions, make conclusions and recommendations on complex human resources and administrative issues to advise senior officials and to defend administrative decisions. - Ability to use an enterprise resource planning software for organizational management, travel and talent management - Shows pride in work and in achievements - Demonstrates professional competence and mastery of subject matter - Demonstrates effective interpersonal skills, as well as strong strategic planning skills and vision. - 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 - Delegates the appropriate responsibility, accountability and decision-making authority - Makes sure that roles, responsibilities and reporting lines are clear to each staff member - Accurately judges the amount of time and resources needed to accomplish a task and matches task to skills - Monitors progress against milestones and deadlines - Regularly discusses performance and provides feedback and coaching to staff - Encourages risk-taking and supports creativity and initiative - Actively supports the development and career aspirations of staff - Appraises performance fairly - Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing.

**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.

**ACCOUNTABILITY:** - Takes ownership of all responsibilities and honours commitments - Delivers outputs for which one has responsibility within prescribed time, cost and quality standards - Operates in compliance with organizational regulations and rules - Supports subordinates, provides oversight and takes responsibility for delegated assignments - Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

**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

**JUDGEMENT/DECISION-MAKING:** - Identifies the key issues in a complex situation, and comes to the heart of the problem quickly - Gathers relevant information before making a decision - Considers positive and negative impacts of decisions prior to making them - Takes decisions with an eye to the impact on others and on the Organization - Proposes a course of action or makes a recommendation based on all available information - Checks assumptions against facts - Determines that the actions proposed will satisfy the expressed and underlying needs for the decision - Makes tough decisions when necessary.

## **Education**

Advanced University Degree (Master's degree or equivalent degree) in business or public administration, finance, accounting, international economics, law, human resources administration or related fields is required. A first level university degree in the above specializations, in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

## **Work Experience**

A minimum of ten years of progressively responsible experience in administrative services, budget, finance, human resources management or related field, of which a minimum of 5 years in an international environment is required. Experience in managing large, multicultural teams is required. Experience in implementing United Nations personnel and

administrative policies and procedures is required. Hands-on experience in using organizational management and travel modules of an enterprise resource system (ERP) system is required; SAP is desirable. Direct experience implementing UN administrative policies and practices in more than one area of administration is highly desirable. Experience in using e-staffing management tools such as Inspira and HR Insight is desirable.

## **Languages**

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

## **Assessment**

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

## **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, 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 or violations of international human rights law and international humanitarian law. 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. Applicants are urged to follow carefully all instructions available in the online recruitment platform, *inspira*. For more detailed guidance, applicants may refer to the At-a-Glance on "The Application Process" and the Instructional Manual for the Applicants, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the *inspira* account-holder homepage. The screening and 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, including but not limited to, their education, work experience, and language skills, according to the instructions provided on *inspira*. Applicants will be disqualified from consideration if they do not demonstrate in their application that they meet the evaluation criteria of the job opening and the applicable internal legislations of the United Nations. Applicants are solely responsible for providing complete and accurate information at the time of application: 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 a reference-checking process to verify the information provided in the application. Job openings advertised on the Careers Portal will be removed at midnight (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.