

## **Vacancy Announcement**

Deadline for Applications: 20 January 2009

Date of Issuance: 16 December 2008

Organizational Unit: DPI/ICS/UNIC

Duty Station: Prague

## **The United Nations Information Centre Prague (UNIC)**

Invites applications for the position of

### **Administrative Assistant (G6)**

#### **Responsibilities**

Under the guidance of the Officer-in-Charge of the UN Information Centre (UNIC), the Administrative Assistant will be responsible for the following duties:

##### *Human Resources Management*

- Initiate, review, process and follow-up on actions related to the Centres' human resource activities, e.g., recruitment of staff, performance appraisal, separation of staff members, training etc., ensuring consistency in the application of UN rules and procedures.
- Respond to enquiries and provide information and advice to staff regarding their entitlements, administrative procedures, processes and practices, conditions of service, duties and responsibilities, and entitlements under the Staff Rules and Regulations.

##### *Budget and Finance*

- Assist in the preparation and review of financial proposals/requirements. Consolidate budget/work programme with respect to Headquarters' budget, trust funds, grants and procurement.
- Monitor expenditures and compare with approved budget.
- Assist managers in the elaboration of resource requirements for budget submissions.
- Assist in preparation and finalization of monthly performance reports and administrative reports, analysing variances between approved budgets and actual expenditures.

##### *General Administration*

- Draft routine correspondence to respond to enquiries in respect to relevant administrative, financial audit, personnel matters.
- Communicate regularly with Information Centres Service in UN Headquarters, particularly in respect to the submission of monthly performance reports.
- Perform other related administrative duties, as required (e.g., operational travel programme, monitoring accounts and payment to vendors and individual contractors for services, physical space planning and the identification of office technology needs and maintenance of equipment, software and systems, organize and coordinate seminars, conferences and translations).
- Performs other duties as assigned.

#### **Competencies**

- **Professionalism** – Ability and experience across a broad range of administrative functions, e.g., budget/work programme, human resources, database management, etc. Knowledge and application of the UN systems and Staff Regulations and Rules. High degree of commitment to ensure the proper use of the unit's financial resources.
- **Planning and Organising** – Effective organisational skills and ability to prioritise own work programme.
- **Commitment to continuous learning** – Initiative and willingness to learn new skills.
- **Technological Awareness** – Solid computer skills, including proficiency and in-depth knowledge of IMIS operations as they relate to accounts and personnel administration. Full proficiency in various MS Office applications (Excel, Word) and other IT applications
- **Teamwork** – Good interpersonal skills; ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. Demonstrated ability to develop and maintain effective work relationships with budget/finance, human resource counterparts and client departments.
- **Communication** – Ability to write in a clear and concise manner and to communicate effectively orally.

**Qualifications**

*Education* - High school or equivalent diploma.

*Experience* - Several years of progressively responsible experience within the UN system or international organization in the field of finance, accounting, human resources, audit, administrative services or in other related fields.

*Language* - Fluency in oral and written Czech and English required. Knowledge of second official UN language would be an asset.

*Other Skills* - Good numeric facility and ability to work productively under pressure and cope with deadlines.

**How to apply**

All applicants are strongly encouraged to e-mail their letter of intention, Curriculum Vitae in English. Please also include copies of relevant certificates. Address your applications to: Ms. Jana Fantova, UN Information Centre, UN House Prague, nam. Kinskych 6, 150 00 Prague 5, Czech Republic. [Jana.fantova@osn.cz](mailto:Jana.fantova@osn.cz)

E-mail applications will be acknowledged to the e-mail address indicated by the applicant.

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**Estimated entry on duty: 1 April 2009**