

VACANCY ANNOUNCEMENT

<u>Vacancy Announcement Number:</u>	21/GS/GSS/01
<u>Functional Title and Grade:</u>	Senior Administrative Assistant, GS-6
<u>Department/Service:</u>	General Service Section (GSS), UNAKRT
<u>Remuneration:</u>	Starting from US\$ 25,658 gross per annum depending on relevant background and experience
<u>Type of Appointment:</u>	Fixed-Term Appointment (FTA)
<u>Number of Position:</u>	One
<u>Duration:</u>	The initial appointment is limited to one year only. Extension of the appointment is subject extension of the mandate and/or the availability of the funds.
<u>Location:</u>	Phnom Penh, Cambodia
<u>Deadline for Applications:</u>	25 June 2021

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

Org. Setting and Reporting

Under the applicable law, and in accordance with the terms of the Agreement between the United Nations and the Royal Government of Cambodia, the Extraordinary Chambers in the Courts of Cambodia (ECCC) has jurisdiction to try senior leaders and those who were most responsible for the crimes and serious violations of Cambodian penal law, international humanitarian law and custom, and international conventions recognized by Cambodia, during the period of the Khmer Rouge regime from 17 April 1975 to 6 January 1979.

The United Nations Assistance to the Khmer Rouge Trials (UNAKRT) has been established as a technical assistance project that supports the Extraordinary Chambers in the Courts of Cambodia (ECCC).

RESPONSIBILITIES:

The position is located in the General Support Services (GSS) Section. The incumbent works under the direct supervision of General Support Services Officer, Office of Administration. The incumbent will provide general administrative and logistic support to the ECCC, mainly in the area of fleet and property management, as well as general administrative support.

Fleet Management Duties:

- Ensures that all UNAKRT's official vehicles are well maintained and able to provide transport services to senior officials and senior management, for official missions, and other administrative support.
- Supervises pool of drivers recruited by the national side, assigns and distributes daily job to ensure that fleet requirements are fulfilled. Where possible makes arrangements for the co-operative use of vehicles.
- Monitors UNAKRT's fleet to ensure that vehicles are being efficiently utilized.
- Monitors the fuel and vehicle maintenance contracts, and monitor vehicle maintenance costs and estimation for duty free import.
- Assists in the execution of technical evaluations for long and short-term contract on vehicle maintenance.
- Manages and controls the postpaid fuel Cards. Prepares fuel consumption reports of official vehicles by liter and kilometers.
- Ensures that quality control is implemented in accordance with internal procedures, and contracts.
- Ensures daily checks are done by the drivers on the mechanical soundness and overall cleanliness of assigned vehicles prior to operation, by verifying and undertaking checks of the following; petrol, oil and water level, electrical system, brakes tires pressure and condition.
- Liaises with commercial insurers to ensure that the policy is covered.
- Ensures that UNAKRT vehicles are used in accordance with UN Rules and Regulations.
- Increases of the awareness on Cambodian traffic law of drivers.
- Executes standard operating procedures (SOPs) relating to fleet management – vehicle maintenance, log book maintenance and refueling.
- Performs any other duties as required.

Property Management Duties:

- Executes standard operating procedures (SOP) relating to the receipt of goods to insure proper R&I (Receiving and Inspection) actions are followed before handing goods over to a Requisitioning Section, and in particular ensure that invoices and delivery notes are in accordance with Purchase Orders, that a representative from the requisitioning section is present when receiving a shipment e.g. EDP, Communication, BMS, Security etc., that packing materials are in good condition and sealed when receiving items e.g. no torn cardboard or plastic, that goods are received in the ERP (Umoja), and that R&I records for assets and supplies are created in the dedicated inventory database (FACS).



UNAKRT

United Nations Assistance to the Khmer Rouge Trials

- Liaises with the Procurement Unit regarding the planned date and other details relating to the delivery of imported items; complete certification and forward information promptly to facilitate vendor payment; maintain clear and accurate records of all R&I actions taken.
- Manages and monitors the asset control procedures in UNAKRT.
- Under the supervision of the Property Manager of Self-Accounting Unit (SAU) and in coordination with Property Control and Inspection Unit (PCIU), reviews the write-off requests and the disposal of assets.
- Performs any other duties as required.

COMPETENCIES:

- **Professionalism:** Ability to organize and summarize data and information required for a variety of reports, etc. Ability to develop, maintain and operate management control systems for assets, materials, services and claims. 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; demonstrates 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.
- **Teamwork:** Works collaboratively with 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.
- **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.

QUALIFICATIONS AND EXPERIENCE:

Education: High school diploma or equivalent.

Work Experience: Seven (7) years of experience in general office support or related area is desirable. Consideration for up to 3 years equivalent work experience may be given for candidates in possession of a university degree. Experience in Enterprise Resource Planning, i.e. SAP especially in service delivery module is desirable. Experience working with standard computer applications and tools, i.e. MS Word, Excel, Powerpoint and Internet Browser is desirable.

Working experience in Courts system or Legal Institutions and knowledgeable of UN's Rules

and Regulations is desirable.

Others: Knowledge of Umoja Solutions (Receive to Distribute and Services Delivery) and proficiency in standard computer applications and tools, MS Word, Excel, PowerPoint and Internet is an asset

Language: This post requires fluency in English and Khmer. Knowledge of French or another official United Nations language is an asset.

Assessment Method

Qualified applicants may be evaluated through a competency-based interview and/or other assessment methods.

Special Notice

Appointment against this position is limited to the United Nations Assistance to the Khmer Rouge Trials (UNAKRT). Issuance of appointment is contingent upon availability of funds and extension of mandate. The initial appointment will be for a period of one year; an extension is subject to the extension of the mandate of UNAKRT, the availability of budget/funding, and individual performance.

HOW TO APPLY:

Candidates are requested to complete the “Personal History Form” (P.11) available on the UNAKRT Website at <http://unakrt-online.org/sites/default/files/pagedocs/p11.doc#overlay-context=content/recruitment>, and submit it, in duplicate, mentioning the vacancy announcement number, to the HRMS, UNAKRT, to the following email address unakrt-jobs@un.org

Applications received after the deadline will not be accepted.

Due to the high volume of applications, no letters of acknowledgment will be sent. Only candidates under serious consideration will be contacted. Only the selected candidate will be notified of the result of the competition.

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).

This vacancy is open for Cambodian nationals only. Qualified women are encouraged to apply.

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.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.