

**UNAKRT**

United Nations Assistance to the Khmer Rouge Trials

VACANCY ANNOUNCEMENT

<u>Vacancy Announcement Number:</u>	16/GS/GSS/02
<u>Functional Title and Grade:</u>	Administrative and Travel Assistant, GS-5
<u>Department/Service:</u>	General Service Section
<u>Remuneration:</u>	Starting from US\$ 16,477 gross per annum depending on relevant background and experience
<u>Number of Positions:</u>	One
<u>Type of Appointment:</u>	Fixed-Term
<u>Duration:</u>	The initial appointment is limited to one year only. Extension of the appointment is subject to extension of the mandate and/or the availability of the funds.
<u>Deadline for Applications:</u>	04 March 2016

APPOINTMENT WILL BE MADE ON A LOCAL BASIS.
CANDIDATES UNDER SERIOUS CONSIDERATION WILL BE REQUESTED TO PASS TESTS AND TO TAKE AN INTERVIEW

United Nations Core Values: Integrity, Professionalism, Respect for Diversity.
Candidates will be expected to move periodically to new functions throughout their careers and are subject to the assignment by the Secretary-General to any of the activities or offices of the United Nations.

SUMMARY OF DUTIES:

The United Nations Assistance to the Khmer Rouge Trials (UNAKRT) provides technical assistance to the Extraordinary Chambers in the Courts of Cambodia (ECCC). The ECCC is a domestic court supported with international staff, established in accordance with Cambodian law. Under the terms of Agreement between the United Nations and the Royal Government of Cambodia, the Extraordinary Chambers will bring to trial senior leaders of Democratic Kampuchea 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, that were committed during the period from 17 April 1975 to 6 January 1979.

RESPONSIBILITIES:

The position is located in the Defense Support Section (DSS). However, the incumbent works under the direct supervision of General Support Services Officer (GSS), Department of Administration. The incumbent is responsible for the following duties:

- Acts as an alternate of Travel Assistant during her absence by liaising with airlines and travel agencies regarding their services, invoices and fares.
- Creates travel request in Umoja for non-staff (Consultants) by calculating air fare, daily subsistence allowance, terminal expense and other appropriate entitlements



ensuring that all travel authorizations are properly authorized in accordance with UN regulations, rules and procedures.

- Assures accuracy of entitlements and figures and that cost of transportation is the most economical to the organization and that budget allotment and object expenditure codes are valid.
- Coordinates with the various consulates and the host government Ministry of Foreign Affairs regarding the provision of visas for staff, consultants, interns etc.
- Coordinates with Ministry of Public Transportation regarding the provision for official registrations of vehicles and number plates.
- Liaises with the Ministry of Foreign Affairs and Ministry of Public Transport for the duty free import and registration of official vehicles and import of vehicles by staff members.
- Coordinates and liaises with customs office and forwarding agent for customs clearance of UN official shipments.
- Assist in the verification of receipt and accuracy of requisite documents, approval, signatures etc. to ensure compliance with relevant legal, financial and other requirement.
- Assist in creating shopping card, service entry sheet in Umoja and prepare requests for payment of goods and services, monitor and keep tracks of commitments and expenditure for GSS.
- Research, compile and organize information and reference materials from various sources for reports, work plans, studies, briefings, meetings/conferences, etc.
- Provide secretarial, administrative and logistics support to meetings, boards, committees, conferences, etc.
- Maintain calendars/schedules; monitor changes and communicates relevant information to appropriate staff inside and outside the immediate work unit.
- Review, record, distribute and/or process mail and other document; follow-up on impending actions.
- Update and maintain large distribution lists; monitor, prepare and distribute various materials, reports, where possible using electronic formats; handle arrangement for printing and translation as necessary; coordinate shipment arrangements, courier services, etc.
- Perform general administrative tasks (e.g. leave and attendance recording, arrangements for meetings and other events, reservations, budget follow-up, etc.), to include preparing and/or processing administrative requests/documents (e.g. requisitions, purchase orders, travel requests, contracts, expenditure authorizations, visa applications, etc.).
- Perform other duties as assigned.

COMPETENCIES:

During the interview, candidates will be asked to demonstrate that they possess the following competencies:

- **Professionalism:** Knowledge of travel related processing requirements and general office and administrative support including administrative policies, process and procedures; ability to recognize and act in the face of conflicting priorities. 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.



- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
- **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.
- **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.
- **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.

QUALIFICATIONS AND EXPERIENCE:

Education: High school diploma or equivalent.

Work Experience: Five (5) 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.

Language: English and French are the working languages of the United Nations Secretariat. This post required fluency in oral and written English. Knowledge of another official United Nations language is an asset.

Others: Knowledge of Umoja Solution (Travel & Finance Modules), proficiency in standard computer applications and tools, MS Word, Excel, Power Point and Internet/Intranet is an asset.

HOW TO APPLY:

Candidates are requested to complete the "Personal History Form" (P.11) available on the UNAKRT Website at http://www.unakrt-online.org/06_recruitment.htm, and submit it, in duplicate, mentioning the vacancy announcement number, to the Personnel Section, 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).

THE UNITED NATIONS IS A NON-SMOKING ENVIRONMENT

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