

VACANCY ANNOUNCEMENT

<u>Vacancy Announcement Number:</u>	17/GS/GSS/04
<u>Functional Title and Grade:</u>	Senior Administrative Assistant
<u>Department/Service:</u>	General Service Section (GSS)
<u>Remuneration:</u>	GS-6 (Starting from US\$ 23,692 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 November 2017

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 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 supports to the Court mainly in the area of fleet and property management

Fleet Management Duties:

- Ensure that all UNAKRT's official vehicles are well maintained and able to provide transport services to senior officials (Judges) and senior management, for official missions, and other administrative supports.
- 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;
- Monitor the UNAKRT's owned 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;
- Assist 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,
- Coordinate and update the increase of the awareness on Cambodian traffic law towards ECCC drivers.

Property Management duties:

- Executing 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);
- Liaise 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 requested

COMPETENCIES:

During the interview, candidates will be asked to demonstrate that they possess the following 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; 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: Six (6) 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 (Receive to Distribute and Services Delivery), 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 from female candidates are particularly encouraged

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.

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

THE UNITED NATIONS IS A NON-SMOKING ENVIRONMENT

Date of issuance: 06 October 2017

