



UNITED NATIONS DEVELOPMENT PROGRAMME VACANCY ANNOUNCEMENT

I. Position Information

The position is locally administered by UNDP but is financed centrally by the United Nations Department of Safety and Security (UNDSS).

Job Code Title: **Local Administrative and Security Assistant**
Pre-classified Grade: **ICS-5**

Reports to: **UNDSS Security Adviser for Venezuela and Trinidad & Tobago**

II. Organizational Context

Under the overall guidance and supervision of the Security Adviser (SA) for Venezuela and Trinidad & Tobago the Local Administrative and Security Assistant provides administrative support to office operations to ensure a high quality work output and promotes a client oriented approach consistent with the rules and regulations of the Department of Safety and Security.

III. Functions / Key Results Expected

Summary of key functions:

- Provides general administrative assistance.
- Assists the SA in ensuring the accurate and transparent management of both the UNDSS Office budget and the shared common system security budget.
- Manages and regularly updates the UNDSS Venezuela web page.
- Assists the SA in maintaining the Country Security Plan.
- Provides general support to enable the UNDSS Office to effectively fulfill its role.

1. Provides general administrative assistance:

- Maintains routine and confidential correspondence files / documents.
- Drafts correspondence in English and Spanish.
- Accompanies the SA to meetings and prepares the minutes of the meetings. Minutes will be prepared in Spanish and/or English.
- Prepares translations in English and Spanish of documents and correspondence.
- Answers telephone queries with discretion.
- Arranges appointments for the SA and receives visitors to the UNDSS Office.
- Organizes travel arrangements for the staff of the UNDSS office including travel authorizations, reservations, necessary visas and payments.
- Maintains personnel records for members of the office including monthly leave reports.
- Provides administrative and logistic support to the organization of events, functions and training sessions as required by the SA.
- Maintains up to date lists of contact details for government officials, embassies and other pertinent institutions.
- Performs all other related duties as directed by the SA.

2. Assists the SA in ensuring the accurate and transparent management of both the UNDSS Office budget and the shared common system security budget.

- Under the direction of the SA manages the UNDSS office budget in compliance with UNDP Finance procedures and the memorandum of Understanding between UNDSS and UNDP.
- Under the direction of the SA manages the shared common system security budget.
- Maintains parallel budget records in Excel to ensure that the transactions recorded in ATLAS are accurate.
- Manages the petty cash and prepares monthly petty cash reports.
- Arranges for the payment of all expenditures.
- Prepares projections of estimated operating costs for the UNDSS Office Budget and the shared common system security budget.
- Maintains an up to date inventory of all UNDSS property.
- Manages the acquisition process in regard to all equipment purchased by the UNDSS Office.
- Manages the financial responsibilities in regards to contractual agreements with local service providers in Venezuela.

3. Manages and regularly updates the UNDSS Venezuela web page.

- Manages the UNDSS Venezuela web page
- Ensures that all material appearing on the UNDSS web page is continually updated.
- Coordinates with the IT section at UNDSS Colombia to make any modifications to the system that may be necessary.
- Provides training to Agency focal points in relation to entering data into the web page.

4. Assists the SA in maintaining the Country Security Plan.

- Assists in the preparation and review of the UN Security Plan.
- Maintains updated staff lists for all UN Agencies, Funds and programmes.
- Obtains information for the security plan as directed by the SA.

5. Provides general support to enable the UNDSS Office to effectively fulfill its role.

- Represents UNDSS at meetings and on working groups as directed by the Security Adviser.
- Under the supervision of the Security Adviser administers the UN Identity card system.
- Prepares briefing and presentation material for meetings and missions.
- Actively monitors local and international media for information that may be relevant to UN security in Venezuela and Trinidad & Tobago.

IV. Impact of Results

The key results have an impact on the accurate and timely implementation of the overall UN security programme at the country level.

V. Competencies

Teamwork: Proven interpersonal skills and the ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity

Professionalism: Ability to perform a broad range of administrative functions, e.g., budget/work programme, database management, etc. Ability to apply knowledge of various United Nations administrative and financial resources rules and regulations in work situations. 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.

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.

Creativity: Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks “outside the box”; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.

Communication: Speaks and writes clearly and effectively in both English and Spanish; 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.

Accountability: Takes ownership of all responsibilities and honors commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

VI. Recruitment Qualifications

Education:	The minimum requirement is successful completion of secondary education. A University Degree in International Relations, Political / Social Science, Business Administration or related fields is highly desirable.
Experience:	Several years of experience in administrative services and / or security, preferably within the United Nations common system or the Diplomatic Corps.
Language Requirements:	Fluency in both oral and written Spanish and English and the ability to translate from one language to the other. As the UNDSS Office in Venezuela also covers Trinidad & Tobago a substantial part of the written work and telephone calls received will be in the English language. (Language skills will be tested throughout the selection process.)
Other Skills and Requirements:	Solid computers skills (MS Word, Excel, Access and PowerPoint). Previous experience managing a web page would be an advantage.

VII. Applications

. Please send your CV to empleo.ven@undp.org before October, 26Th, 2008. Please indicate in the subject the reference **UNDSS 002**