



UN CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

VACANCY ANNOUNCEMENT

The United Nations Office to the African Union (UNOAU) is seeking qualified candidates for the following position:

Before the submission of your application, refer to the Qualifications and Experiences and Competencies sections below, ensure that you have met the minimum requirements as mentioned.

VA No. UNOAU-01-2021-ADD	VA Date: <i>1 October 2021</i>	Application Deadline <i>25 October 2021</i>
Post Title: Administrative Assistant	Grade: GL-5 (Fixed Term)	Duty Station: Addis Ababa

Duties and responsibilities:

Under the supervision of the Section Chief of his/her designate, the incumbent will provide substantive and administrative support in managing priorities, information and workflow within the section. The Administrative Assistant will perform the following functions:

- Receive and screen all correspondence and other documents addressed to the Section Chief.
- Draft/respond to correspondence and e-mails; Review/Edit outgoing correspondence to ensure accuracy and completeness of information and institute follow up action. Make photocopies as necessary.
- Maintain a calendar of appointments of the Section Chief including official visits within and outside the mission area.
- Support section staff and UNOAU administration in organization and support of UN mission and high-level meetings in Addis Ababa.
- Support section staff in organizing trainings and workshops.
- Act as back up leave monitor and maintain attendance records for the office.
- Prepare and monitor the office personnel leave plans to ensure continuous smooth workflow while other staff members are on leave, especially during holiday periods.
- Consolidate monthly requests for office supplies for the section.
- Establish and maintain proper filing system
- Act as section focal point for UMOJA.
- Make bookings for official travel, DSA requests and administrative processes.
- Perform other duties as directed by the Supervisor.



Qualification and Experience:

- **Academic Background:** High School Certificate education, Specialized training should include office management/ business administration and technical communication skills.
- **Relevant working experience:** At least five (5) years of progressively responsible experience in administration/office management fields is required. Work experience in one of the following areas is required, general administration, finance, procurement, budget or human resources. Experience with UN/NGO or other International bodies is desirable.
- **Language:** Fluency in both written and oral English. Knowledge of local dialects is an asset.

Competencies:

- **Professionalism:** Ability to manage processes, maintain accurate records, in administrative fields.
- **Teamwork:** Good interpersonal skills. Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. Demonstrate ability to develop and maintain effective work relationships with supervisors and colleagues.
- **Communication:** Ability to write in a clear and concise manner and to communicate effectively orally.
- **Planning and Organizing:** Ability to plan and organize own work effectively in an efficient and timely manner.

HOW TO APPLY

Interested and qualified applicants should submit their application together with the United Nations Personal History form (P-11) and/or CV and copies of previous employment certificate(s) by ONE of the following methods (All applicants **MUST** indicate the **VA No.**, **Post Title** of which they are applying on the Subject line [by email.e.g. **UNOAU-01-2021-ADD Administrative Assistant, Addis Ababa. Please attach last two years performance Evaluation Report**

By email: tessema5@un.org and Najuana@un.org

**United Nations
Office to the African Union**



UNOAU

**Bureau des Nations Unies
Auprès de l'Union Africaine**

IMPORTANT: Please refer to the Qualification and Experience and Competencies section above and make sure that you are eligible to apply.

In line with the UN policy on gender balance, female candidates are encouraged to apply.