

UNOPS helps its partners in the United Nations system meet the world's needs for building peace, recovering from disaster, and creating sustainable development. UNOPS is known for its ability to implement complex projects in all types of environments around the globe. In an effort to promote organizational excellence, UNOPS seeks highly qualified individuals for the following position:

Vacancy Details

Vacancy Code	VA/2010/NAO/DFS/ICTD/01-12
Post Title	ICT Project/Administrative Associate
Post Level	G6
Org Unit	NAO/UNDFS/ICTD
Duty Station	New York, USA
Duration	1 year
Closing Date	12 February 2010

Background

The United Nations Department of Field Support, Information and Communications Technology Division (UN DFS-ICTD) is responsible for the delivery of applications that satisfy the requirements of the Departments of Peacekeeping Operations and Field Support (DPKO/DFS) missions as well as Special Political Missions (SPMs).

DFS has implemented a range of systems to address the principal requirements of peacekeeping operations and to support and enhance the processes DFS undertakes.

ICTD/DFS is engaged in the implementation of commercial off-the-shelf applications to: support the management of DPKO/DFS institutional information; support logistics and administrative activities and operations in the field; and deliver comprehensive master data management services, including data warehousing and the aggregation of key data and indicators to support strategic decision making.

DPKO/DFS has requested UNOPS to provide technical capabilities in support of these initiatives.

Duties and Responsibilities

- Provide administrative support, make arrangements for meetings, liaise with administrative services, and other Secretariat offices, as well as field missions;
- Assist with monitoring status of project proposals, project tracking and receipt of relevant documentation for review and approval;
- Assist with the preparation of quarterly and financial reports to review and analyze data with respect to budget performance, resource allocation, etc.
- Draft routine correspondence; type and format reports and other documents; Research and compile background materials for reports, briefs, etc.
- Prepare and assist with official travel arrangements including preparing and/or processing administrative requests/documents (e.g. travel requests, expense claims, vouchers, visa applications, etc.); coordination with American Express

- Compile, summarize and present basic information/data on specific programmes/project and related issues;
- Perform other related duties as required.

Required Selection Criteria

Competencies

Professionalism – Knowledge of relevant operational and administrative policies, practices and procedures; Is conscientious and efficient in meeting commitments, observing deadlines and achieving results. Proficient knowledge of MS Office and MS Project.

Planning and Organizing: Ability to organize, plan and implement work assignments, manage competing demands and work under pressure of frequent and tight deadlines. Develops clear goals that are consistent with agreed strategies; Demonstrate effective organizational skills to handle a large volume of work in an efficient and timely manner.

Communications: Ability to write in a clear and concise manner and to communicate effectively orally.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; Is willing to learn from other; Strong interpersonal skills and ability to establish and maintain effective partnerships and working relations in a multi-cultural environment.

Education/Experience/Language

- High School or equivalent diploma; First level degree preferable;
- A minimum of 6 years of progressively responsible administrative experience in an international/multi-cultural organization in the field of finance, human resources, ICT, administrative services or other related fields;
- Fluency in written and spoken English..

Submission of Applications

Qualified candidates may submit their application, including a letter of interest, complete Curriculum Vitae and an updated United Nations Personal History Form (P.11) [English Version](#), via e-mail to DFSJobs@unops.org . Kindly indicate the vacancy number and the post title in the subject line when applying by email.

Additional Considerations

- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews will be notified.
- Qualified female candidates are strongly encouraged to apply.
- UNOPS reserves the right to appoint a candidate at a level below the advertised level of the post.

For more information on UNOPS, including its core values and competencies, please visit the UNOPS website at www.unops.org.