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## MINUJUSTH JOB OPENING

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<b>Job Title &amp; Level:</b>	<b>Administrative Assistant (IC-3)</b>
<b>Department/Office:</b>	<b>Supply Chain</b>
<b>Location:</b>	<b>Port-au-Prince</b>
<b>Posting Period:</b>	<b>From 14/09/2018 to 20/09/2018</b>
<b>Job Opening Number:</b>	<b>MINUJUSTH-CIC-021</b>

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UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

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### Special Notice

The United Nations Mission for Justice Support in Haiti (MINUJUSTH) invites all interested and qualified candidates to apply for the announced job opening. All interested candidates should submit their Personal History Profile (PHP) and copies of their educational diploma/certificates and employment records via email to [minujsth-ic-recruitment@un.org](mailto:minujsth-ic-recruitment@un.org). Blank PHP and supplementary sheets are available at the MINUJUSTH Bulletin Board for Internal Candidates and at the MINUJUSTH website (<https://minujsth.unmissions.org/offres-demploi>) for external candidates.

For ease of reference, please include the job opening number indicated above in the subject of your e-mail. Due to volume of applications being received, acknowledgment will be sent to short-listed candidates only.

### Organizational Setting and Reporting Relationships:

This position is located in the Procurement Unit. The incumbent reports to a Supervisor and to the Chief of the Unit.

### Responsibilities:

The Administrative Assistant provides support to the Asset Distribution Project Manager, other team members, stakeholders, and office visitors by handling a variety of administrative tasks to ensure that all interactions between the Team and the others are positive and productive.

Under the direct supervision of the Project Manager, the Administrative Assistant shall:

- Works cooperatively with all team members to support the achievement of work plan activities.
- Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and ordering/re-ordering supplies.
- Arranging team travel arrangements, such as booking flights, cars, hotel and restaurant reservations as necessary.
- Screening phone calls and routing callers to the appropriate party.
- Operating office equipment such as computers, fax machines, photocopiers etc.
- Performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings for the Manager or designate (s).

- Generating reports, preparing meeting agenda, records and distributes meeting minutes.
- Storing, retrieving and disseminating information to the Team and stakeholders.
- Maintaining adequate office supplies.
- Filing and maintaining organized filing system.

### **Competencies**

- Working knowledge of Microsoft applications including Word, Excel, Outlook, word processor, spreadsheet, power point, database software, and the internet.
- Ability to multi-task and prioritize in a dynamic work environment
- Knowledge of operation of standard office equipment.
- Knowledge of clerical and administrative procedures and systems such as filing and record keeping
- Information gathering and information monitoring

### **Professionalism:**

Shows pride in work and 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

### **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 other 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.

### **Education**

High School Diploma or Degree in Administration/Secretarial or related field is required

### **Work Experience**

Minimum of three (3) years of work experience in a similar position.

### **Languages**

Fluency in oral and written English is required. Knowledge of French is desirable