



VACANCY ANNOUNCEMENT

(Issue date: 05/12/2011)

VACANCY NOTICE NO.:	GS-11-21
ORGANIZATION:	UNEP/ DRC/RONA
DUTY STATION:	Washington DC
FUNCTIONAL TITLE:	Team Assistant
GRADE:	G-4
DURATION:	One Year (renewable)
CLOSING DATE:	04/01/2012

Background:

The United Nations Environment Programme (UNEP) is the United Nations system's designated entity for addressing environmental issues at the global and regional level. Its mandate is to coordinate the development of environmental policy consensus by keeping the global environment under review and bringing emerging issues to the attention of governments and the international community for action. UNEP's Division of Regional Cooperation (DRC) helps to implement UNEP's global programs in the regions by initiating, coordinating and catalyzing regional and sub-regional cooperation and action in response to environmental problems and emergencies. This position is located in the United Nations Environment Programme, Division of Regional Cooperation at the Regional Office for North America at the Washington DC Duty Station.

1. Assists Regional Director, Programme Assistant and RONA staff in day-to-day activities:

- Respond or draft responses to routine correspondence and other communications, information from wider-UNEP, regional governments, civil society organisations and the general public;
- Prepare and process confidential information;
- Provide support to RONA staff on research, briefings, meetings/conferences;
- Prepare RONA responses to various requests from UNEP HQ;
- Prepare background material for use in discussions and briefing sessions;
- Prepare agendas for weekly RONA staff meetings and monthly UNEP All Washington-based staff meetings;
- Prepare files and briefs for Regional Director's use for official missions, meetings and trips;
- Maintain lists of important official contracts;
- Arrange appointments, meetings and briefs;
- Organise receptions and/or retreats for RONA staff as well as guests visiting UNEP RONA, and;
- Provide general assistance to other office support staff.

2. Assists UNEP RONA staff with UNEP RONA inputs to the UNEP Programme of Work:

- Assists with correspondence between UNEP HQ and RONA related to Programme of Work development and implementation; and,
- Ensures timely UNEP RONA responses to requests from UNEP HQ.

3. Manages front desk operations for UNEP RONA office:

- Respond to phone calls, screen and distribute calls to UNEP RONA staff;
- Greet, screen and announce visitors;
- Accept and distribute postal and other deliveries;
- Maintain conference room calendar/schedules, monitor changes and communicate relevant information to appropriate staff inside and outside the immediate work unit;
- Coordinate video or telephone conferencing;
- Maintain appearance of front desk, reception and other common areas;
- Manage, update and develop databases, maintain files (both paper and electronic) and databases

for work unit;

h) Perform a variety of administrative duties such as reception duties during special functions, conferences, receptions and meetings; and,

4. Provide guidance/training to junior staff and perform other duties as assigned.

Competencies:

- **Professionalism** – Knowledge of general office and administrative support including administrative policies, processes and procedures. 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.
- **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.
- **Client Orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

Qualifications:

Education: Completion of secondary school is required. Supplementary training in Business Office Administration, management or related field is desired.

Experience: A minimum of 4 years working experience in office/administration or related field is required, some of which should be with an international organization, is an advantage.

Languages: English and French are the working languages of UNEP. For this post, fluency in oral and written English is required. Knowledge of another official United Nations language is an advantage.

Other Desirable Skills: Computer skills (MS Office, e-mail, internet, etc.) are required. Knowledge of database software's an advantage.

Depending on professional background, experience and family situation, a competitive compensation and benefits package is offered. See UN website:

http://www.un.org/Depts/OHRM/salaries_allowances/index.html

Preference will be given to equally qualified women candidates.

Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures. This is a temporary vacancy. Appointment against this post is for a limited duration and does not carry any expectancy, legal or otherwise for renewal.

All applications to be sent to the following address on or before the deadline of **04/01/2012**. Applicants should send a completed United Nations P.11 or Galaxy Personal History Form

together with a covering letter of one to two pages summarizing how they meet the requirements of the job to:

Email: recruitment@unon.org and copy to Leanne.Rios@unep.org

UN staff members must submit scanned copies of their two latest Performance Appraisal System (PAS) reports at the time of application to the email address above.

PLEASE QUOTE VACANCY ANNOUNCEMENT NO.: [GS-11-21](#)

UNEP does not charge a fee at any stage of the recruitment process. If you have any questions concerning persons or companies claiming to be recruiting on behalf of these offices and requesting the payment of a fee please contact: recruitment@unon.org.