



## VACANCY ANNOUNCEMENT

05/11/2015

**NOTE**

*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 position is funded for an initial period of one year and may be subject to extension. Vacancies at the G1 to G4 levels are open to both internal and external candidates, including staff members on temporary appointments. However, priority consideration will be given to serving staff members holding Fixed-Term Appointments followed by those holding Temporary Appointments. External candidates will only be considered when a serving staff member holding a Fixed-Term or Temporary Appointment cannot be identified. No entry level Fixed-Term Appointments will be granted to new external candidates.*

Appointment against this post is on a local basis. The candidate is responsible for any travel expenses incurred in order to take-up the appointment.

VACANCY NOTICE NO.:	GS-15-35
ORGANIZATIONAL LOCATION:	UNEP/DEPI
DUTY STATION:	BUSAN
FUNCTIONAL TITLE:	Team Assistant
GRADE:	G-4
DURATION:	1 year
CLOSING DATE:	16/11/15

**ORGANISATIONAL SETTING**

UNEP is the leading global environmental authority that sets the global environmental agenda, Promotes the coherent implementation of the environmental dimension of sustainable development within the United Nations system and serves as an authoritative advocate for the global environment. UNEP's Division of Environmental Policy Implementation (DEPI) works with international and national partners, providing technical assistance and advisory services for the implementation of environmental policy, and strengthening the environmental management capacity of developing countries and countries with economies in transition. **Northwest Pacific Action Plan (NOWPAP)** is a cooperative framework where countries co-sharing Northwest Pacific are grouped for region-suited solutions to deteriorating coastal and marine environment, in the context of an UNEP' global initiative, the Regional Seas Programme .This post is located in UNEP/DEPI at the Busan duty station. Under the supervision of Programme Officer, the incumbent will perform the following functions:

**DUTIES AND RESPONSIBILITIES**

1. Assist in implementation of NOWPAP projects:
  - a) Draft routine correspondence and communication related to programme/project administration
2. Assist in general administration of NOWPAP RCU:
  - a) Respond or draft responses to routine correspondence and other communications to produce a large variety of documents, promotional products and reports;
  - b) Liaise with local companies for goods and services , assist in administrative arrangements for conferences and translations. Assist in other related administrative duties as required, e.g. travel arrangements; purchase and provide maintenance for RCU office equipment and update the inventory of non-expendable property.
  - c) Assist the Programme Officer in maintaining the liaison with the host and other local organizations by preparing standard communication products, arranging meetings and follow up.
  - d) Support international staff in relations with local service providers, including banking, health services, utilities, etc.

- e) Provide assistance in the production and delivery of information/communication products and services; serves as an information contact point on NOWPAP activities for the local news agencies and public relation firms, etc.
- f) Support the logistic organization of meetings within and outside the RCU;
- g) Screen phone calls and visitors; respond to moderately complex information requests; distribute mail and other documents received and maintain files (both paper and electronic) for the office.

## **COMPETENCIES**

**Professionalism** - Knowledge of general office and administrative support including administrative policies, processes and procedures. Shows pride in work and in achievements, 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.

**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;

**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.

**Commitment to Continuous Learning** - Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.

## **EDUCATION**

High school education plus practical knowledge of basic computer applications would be required.

## **EXPERIENCE**

A minimum of 4 years of progressively responsible experience in secretarial and general office support or related area in a large organization; experience within the UN Secretariat or other international organizations is desirable.

## **LANGUAGE REQUIREMENTS**

English and French are the two working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English and Korean is required. Working knowledge of other UN official languages is desirable.

Qualified candidates may submit their applications including their curriculum vitae or United Nations Personal History form (P.11) to the address mentioned below on or before the deadline.

recruitment@unon.org

Please quote;

- ❖ Index Number (for UN staff member)
- ❖ Vacancy Notice Number – GS-15-35
- ❖ Functional title of the post
- ❖ Attach an updated fact-sheet, and a copy of the last two performance appraisals.

**Applications received after the deadline 16/11/15 will not be considered.**

***UNEP, UNHABITAT and UNON do 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.***