CORE VALUES: ***INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY***

TERMS OF REFERENCE

Functional Title of Post:	Administrative and Finance Assistant
Classified Level of Post:	SB3
Project Title:	Global Programme Against Trafficking in Persons/Regional Programme for Southern Africa
Project Number:	GLOT59
Organizational Location:	Regional Office for Southern Africa
Duty Station:	Lusaka, Zambia
Duration:	12 months

Organizational Setting and Reporting Relationships:

This position is located in the UNODC Regional Office for Southern Africa (ROSAF) in the Zambia project office. Within the framework of UNODC Global Programme Against TiP and Regional Programme Southern Africa and more specifically (under the pillar on *countering transnational organised crime)*, the incumbent will work under the overall supervision of UNODC Regional Representative for Southern Africa, and direct management and supervision of the UNODC National Project Officer. In performing administrative and other technical functions the incumbent will work in close cooperation with UNODC ROSAF Programme Management Unit, which will provide feedback to evaluation of the incumbents' performance.

Responsibilities:

Within assigned authority, the Finance and Administrative Assistant will assist in the implementation of the GLOT59 Global Programme Against Trafficking in Persons/Regional Programme (Sub-programme 1 Transnational Organised Crime) in Zambia. In particular, the incumbent will be responsible for the following specific duties:

- Assist in all administrative matters relating to the organization of meetings, training seminars, accommodation, workshops and conferences, including preparations around trainings, seminars on data collection on trafficking in persons;
- Support in raising purchase orders, organising travel and DSA for staff and participants, processing reimbursements, travel and other claims, and other related tasks
- Support the project office in procurement;
- In accordance with UN Rules, maintain financial, administrative and operational records for project monitoring and reporting;
- Assist in preparation of correspondence, reports and documents as requested;

- In coordination with the UNODC ROSAF Programme Management Unit, the incumbent may, within the limits of assigned authority:

- Examine and record financial transactions of Information Centres Review bank statements for all funds in foreign and local currencies by comparing transactions recorded on bank statements with accounting reports of the Organization; verify their accuracy and bring perceived problems to the attention of more senior staff

- Assist in the processing of payments due and settle staff entitlements. This includes, among other things, ensuring correctness of personnel action forms and communicating irregularities to supervisors, processing payment vouchers in connection with purchase of goods, equipment, printing services, freight payment, etc., and processing of travel claims in accordance with relevant rules, circulars and instructions

- Assist in the preparation of necessary documentation for distribution to various offices, departments and overseas offices

- Perform relevant functions in UMOJA

- Perform other duties as required.

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.
- **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:
Post-secondary certificate in administration or equivalent diploma. Course work/training in accounting methods and procedures is desirable. Passing the Administrative Assessment Support Test (ASAT) in English at Headquarters, ECA, ESCWA, UNOG, UNOV, ICTR, or ICTY or the Global General Service Test (GGST) is a prerequisite for recruitment consideration in the General Service category in the United Nations Secretariat. For this position, candidates must have also passed the locally administered Accounting Test.

Experience:
A minimum of three years of relevant work experience, including in the field of administrative services, accounting, finance or other related fields.

Language:
English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English, i.e. oral and written proficiency, is required.

Application requirements:

A completed application must include: Cover letter, CV and Personal History Profile (UNDP P11 Form). Incomplete applications will not be reviewed. In your Personal History Profile, be sure to include past work experience, programme/project and computer skills and include three contactable references.

Assessment: Evaluation of applications may include a written assessment which may be followed by a competency-based interview.

Short-listed applicants may be required to undergo relevant skills tests and reference checks will be done.

Qualified and interested candidates may send their Cover Letter, Curriculum Vitae and completed P11 Forms with the vacancy Subject line to: UNODC-zahr@un.org cc patricia.rametse@un.org

Correspondence will be limited to Short-listed candidates only.
UNODC reserves the right not to make an appointment

CLOSING DATE OF APPLICATIONS: 23h59 on 18 September 2018