



NATIONS UNIES
COMMISSION ÉCONOMIQUE
POUR L'EUROPE

ОБЪЕДИНЕННЫЕ НАЦИИ
ЕВРОПЕЙСКАЯ ЭКОНОМИЧЕСКАЯ
КОМИССИЯ

UNITED NATIONS
ECONOMIC COMMISSION
FOR EUROPE

Ref. No.: **TVA-12-ECE-010**

TEMPORARY VACANCY ANNOUNCEMENT

G5/501944
TVA Grade Level

Team Assistant
Functional Title

ECE, Transport Division
Department / Office/ Division

Sustainable Transport Section
Occupational Group

20 February 2012
Deadline

Service/ Section :	Sustainable Transport Section	Estimated Start Date :	1 March 2012
Duty Station :	Geneva	Possibility of Extension :	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Duration :	1 March - 31 May 2012	Open to External Candidates :	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

DUTIES AND RESPONSIBILITIES

This post is located in the Transport Division of UNECE. Under the supervision of the Chief of the Sustainable Transport Section, the incumbent:

- Prepares and organizes sets of official and informal documents, agendas, draft and final reports, official and informal communications related to UNECE inter-governmental meetings and experts groups at the Palais des Nations and outside, as required, and to Administrative Committees of treaties administered by the Section.
- Coordinates with relevant staff of the Section, the UNECE Transport Division and Document Control Services of UNOG with a view to ensuring efficient and high quality processing of documentation and communications in accordance with UN document standards.
- Assists in the efficient planning, organization and servicing of all inter-governmental meetings and expert groups serviced by the Section in accordance with UN standards and treaty requirements; is responsible for booking meeting rooms and equipment in line with internal requirements and for the preparation and organization of documents in the required languages; organizes the registration of delegations and keeps lists of participants in accordance with applicable procedures.
- Manages, updates and further develops the electronic filing systems and databases of the Section for reference and communication needs of the secretariat as well as for monitoring implementation of treaties; assists in the maintenance of the relevant web sites of the Section

and inserts and maintains documents and information as required.

- Assists in the preparation of publications, maps and other materials and liaises effectively with specialized services within and outside UNECE to this effect.
- Performs a full range of other office management and administrative support functions for the Section.

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 decisions, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Planning & Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

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.

QUALIFICATIONS

Experience : Several years of administrative and secretariat experience. Excellent knowledge of word processing, spreadsheet and database software.

Education : High school diploma or equivalent. Must have passed the United Nations Administrative Support Assessment Test (ASAT) at Headquarters or an equivalent locally-administered test at offices away.

Languages : English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of Russian is an advantage.

ADDITIONAL COMMENTS

Please indicate the ref. no. TVA-12-ECE-010 in the subject of your application by email, which should be submitted Programme manager's e-mail martin.magold@unece.org, with a copy to tva-ece@unece.org

Documents required :

Internal Candidates :

Cover Letter

PHP

Others

External Candidates

Cover Letter

PHP

Copy of Passport

Medical Certificate of Good Health

Others

ALL SUBMISSIONS TO BE SENT TO :

Contact Name : Martin MAGOLD
Copy (cc) : tva-ece@unece.org

Email Address : martin.magold@unece.org

Candidates must provide an updated, Personal History Form (PHP) which can be filled by login into INSPIRA or P.11.

NO APPLICATION WILL BE ACCEPTED AFTER THE DEADLINE DATE.

Who can apply?

All interested individuals (internal or external candidates) regardless of the type of appointment currently held. Internal candidates must be at the level of the post or one level below.

SPECIAL NOTES:

1. This Internal Temporary Vacancy Notice is circulated for a post that is funded from the **Regular Budget**. The person selected will not be given a career appointment with the UN. The provisions for the selection of a temporary staff are guided by ST/AI/2010/4*, Section 3;
Selection process for the granting of a temporary appointment
Temporary vacancy announcement
 - 3.1 When a need for service for more than three months but less than one year is anticipated, a temporary vacancy announcement shall be issued by the programme manager.
 - 3.2 While the decision to issue a temporary vacancy announcement for a temporary appointment of less than three months is made at the discretion of the programme manager, any extension of three months or more shall require the issuance of a temporary vacancy announcement.
 - 3.3 The selected candidate should be offered a temporary appointment unless he/ she already holds another type of appointment, such as a fixed-term or permanent appointment.
 - 3.4 The temporary vacancy announcement shall include a description of the qualifications, skills and competencies required and reflect the functions of the post, using to the greatest possible extent the database of generic job profiles maintained by the Office of Human Resources Management. Each temporary vacancy announcement shall indicate the date of posting and specify a deadline by which all applications must be received.
 - 3.5 Temporary vacancy announcements shall be posted for a minimum of one week on the Intranet or be circulated by other means, such as e-mail, in the event that an Intranet is not available at the duty station concerned. A temporary vacancy announcement may also be advertised externally if deemed necessary and appropriate.
2. An external candidate selected to temporarily fill a Post will have a maximum initial appointment of no more than 364 days. Internal ECE staff who chose to apply for this type of Temporary vacancies retains the right to return to his/her post in his/her original office.
3. To be considered for career appointments, staff members must submit their applications in INSPIRA by logging onto <http://careers.un.org> as indicated in the on-line Vacancy Announcement. In the case of P-2 posts, the procedure for regular appointment/promotion to such posts continues to be through competitive examinations.
4. Selection to Temporary Appointments, regardless of their funding, does not carry any guarantee or expectation of ultimate selection for a career appointment, which remains subject to the UN appointment and promotion procedure.