



TEMPORARY JOB OPENING ANNOUNCEMENT

G-3

 TJO Grade Level¹
Team Assistant

Functional Title

CELADE - Population Division

Department/Office/Division/ Service/Section

Team Assistant Management and Operations support

Job Network and Job Family (See list on page 3-4)*

30/04/2015

 Deadline
(DD/MM/YYYY)

Duty Station:	Santiago	Estimated Start Date:	01/05/2015
Duration of need:	8 months	Open to External Candidates?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

DUTIES AND RESPONSIBILITIES

Under the overall supervision of the Chief of the Division, the incumbent will perform the following duties:

- Provides general office support services to help ensure the smooth functioning of an organizational unit.
- Uses standard word processing package to produce a variety of routine correspondence, reports, tables, charts, graphs, etc., in accordance with institutional standards.
- Proofreads documents and edits texts for accuracy, grammar, punctuation and style, and for adherence to established standards for format.
- Maintains calendar/schedules; monitors changes and communicates relevant information to appropriate staff inside and outside the immediate work unit.
- Reviews, records, routes and/or processes mail or other documents; gathers pertinent background material; tracks and monitors follow-up action as required.
- Receives phone call and visitors, and responds to routine inquiries and information requests, including drafting routine written responses, or routes to appropriate personnel for handling as required.
- Maintains files (both paper and electronic) and databases for work unit.
- Updates and maintains large distribution lists; assemble documents, reports and other materials for global dissemination, where possible using electronic formats; coordinates courier services.
- Performs basic data entry and extraction functions.
- Checks accuracy of simple calculations, codings, data, etc.
- Performs a variety of administrative duties (e.g. leave recording, meeting organization, reservations, office supply and equipment orders, etc.), including preparing and/or processing administrative requests/documents (e.g. travel requests, expense claims, vouchers, visa applications, etc.).
- Photocopies a variety of documents and other materials.
- Operates and maintains a variety of office equipment in the performance of basic office functions, e.g. photocopier, facsimile, printer, scanner, etc.
- Delivers urgent mail/messages.
- Performs other duties as assigned.

¹ For eligibility and other conditions, please see the Notes at the end of this form.

COMPETENCIES

- **Professionalism** –Knowledge of general office and administrative support. Knowledge of 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.
- **Planning and 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.
- **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.

For Managerial Positions:

QUALIFICATIONS

Experience: At least two years of experience in office, administrative, secretarial support are required.

Education: High School diploma or equivalent is required. Passing all the ECLAC exams for Administrative Assistants or the Administrative Assessment Support Test (ASAT) or the Global General Service Test (GGST) is a prerequisite for recruitment consideration in the General Service category in the United Nations Secretariat.

Languages: Advanced knowledge of Spanish and English is required. Knowledge of the second language will be tested, unless it can be supported by a certificate from a recognized institution. Knowledge of another official United Nations language is an advantage.

Other Skills:

ADDITIONAL COMMENTS

Please make reference to TJO 2015-022/G3/TA/CELADE in your message to staffing@cepal.org, when submitting your application.

TFF-03080TL-L002

DOCUMENTS REQUIRED:

- ☒ **Cover Letter**
- ☒ **Personal History Profile** (visit <https://inspira.un.org> to generate a PHP)
- ☒ **Proof of required academic credentials** (for external applicants)
- ☒ **Employment verification letter from most recent employer** (for external applicants)
- ☒ **Last two completed Performance Appraisal or two Reference Letters** for external applicants
- ☐ **Other: certificates required**

ALL SUBMISSIONS TO BE SENT TO:

Contact Name: Human Resources Section Email Address: staffing@cepal.org

Copy (cc): _____ Email Address: _____

* **Hiring Manager/Recruiter, please choose from the list of Job Networks the appropriate Job Family:**

<u>ECONOMIC AND SOCIAL DEVELOPMENT</u> Economic Affairs Environment Affairs Population Affairs Statistics Social Sciences Public Administration Programme Management Science and Technology Drug Control and Crime Prevention	<u>LEGAL</u> Jurists Legal Affairs Ombudsman
<u>MANAGEMENT AND OPERATIONS SUPPORT</u> Administration Audit Finance Procurement Human Resources Medical Production, Service & Transport Investment Management Management & Programme Analysis Ethics Engineering Pension Management Logistics	<u>PUBLIC INFORMATION AND EXTERNAL RELATIONS</u> Public Information Protocol
<u>POLITICAL, PEACE AND SECURITY</u>	<u>CONFERENCE MANAGEMENT</u>

Political Affairs Humanitarian Affairs Human Rights Civil Affairs Electoral Affairs Rule of Law	Conference Services Language
INFORMATION SYSTEMS AND COMMUNICATION TECHNOLOGY Information Systems and Technology Information Management	SAFETY AND SECURITY Security Safety

Notes:

- A current staff member who holds a **fixed-term, permanent or continuing appointment** may apply for temporary positions no more than one level above his or her current grade. However, a current staff member who holds an appointment at the G-6 or G-7 level may also apply to temporary positions in the Professional category up to and including the P-3 level, subject to meeting all eligibility and other requirements for the position. A staff member holding a **temporary appointment** shall be regarded as an external candidate when applying for other positions, and may apply for other temporary positions at any level, subject to staff rule 4.16 (b) (ii). Therefore, a staff member holding a temporary appointment in the General Service or related categories may only apply to positions within those categories. For full information on eligibility requirements, please refer to section 5 of [ST/AI/2010/4/Rev.1](#) on Temporary Appointments. In its resolution 66/234, the General Assembly further “*stressed that the Secretary-General should not recur to the practice of temporarily filling posts in the Professional and higher categories with General Service staff members who have not passed the General Service to Professional category examination other than on an exceptional basis, and requests the Secretary-General to ensure that temporary occupation of such posts by the General Service staff shall not exceed a period of one year, effective 1 January 2013...*” Consequently, eligible candidates in the General Service or related categories for temporary job openings in the Professional category that have not passed the competitive examination may be selected only on an exceptional basis endorsed by the Office of Human Resources Management where no other suitable candidate could be identified.
- Subject to the funding source of the position, this temporary job opening may be limited to candidates based at the duty station.
- While this temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post. An external candidate selected for this position is bound by the prevailing condition of the staff selection system under [ST/AI/2010/3](#), as amended, and ST/AI/2010/4/Rev.1. A staff member holding a temporary appointment who is recruited in the Professional and above categories on a temporary appointment, and placed on a position authorized for one year or longer may not apply for or be reappointed to his/her current position within six months of the end of his/her current service. This provision does not apply to staff members holding temporary appointments and placed on positions authorized for one year or more in duty stations authorized for peacekeeping operations or special political missions.
- The expression “Internal candidates”, shall mean staff members who have been recruited after a competitive examination under staff rule 4.16 or after the advice of a central review body under staff rule 4.15.
- Please note that candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the post.
- For information on special post allowance, please refer to ST/AI/1999/17.
- For more details on the administration of temporary appointments please refer to ST/AI/2010/4/Rev.1.