



Department of the
AUDITOR GENERAL OF PAKISTAN
Constitution Avenue, Islamabad

No.361-HRM-I/DEPUTATION/UN/KW-I/273

Dated:18.09.2018

Circular

Subject: INVITATION OF APPLICATIONS FOR THE POST OF ADMINISTRATIVE OFFICER AT UNITED NATIONS ENVIRONMENT PROGRAMME, BANGKOK

Willingness of PA&AS officers of BS-18 & 19 is invited for the subject post. Interested officers may apply for No Objection Certificate through proper channel.

For job related information, following link may be visited:

<https://careers.un.org/lbw/jobdetail.aspx?id=100641>

Encl.: Job Description (03 pages)

M. Kashif
MUHAMMAD KASHIF
Director (HRM)

Distributions:

AAO (IT), Local alongwith above referred 03 pages for uploading on the AGP's website

Job Opening

Posting Title:	ADMINISTRATIVE OFFICER, P4
Job Code Title:	ADMINISTRATIVE OFFICER
Department/Office:	United Nations Environment Programme
Duty Station:	BANGKOK
Posting Period:	06 August 2018 - 19 September 2018
Job Opening Number:	18-Administration-UNEP-100641-R-Bangkok (X)
Staffing Exercise	N/A



United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Apply Now

Org. Setting and Reporting

The United Nations Environment Programme (UN Environment) 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. The post is located at Regional Office for Asia and the Pacific in Bangkok, including oversight of the sub-regional office for the Pacific in Apia, Samoa and country offices in Beijing, China and New Delhi, India. Under the overall direction of the Regional Director and the direct supervision of the Senior Administrative Officer, the incumbent will be responsible for the following duties:

Responsibilities

Serves as Deputy Chief of the Administrative and Finance Management Section; and is responsible for the effective provision of human resources, budget and finance and general administrative services including travel, procurement, information technologies, asset and facilities management.

Budget and Finance:

- Initiates and conducts studies to improve budget reporting systems and cost-effective utilization of program resources.
- Monitors and controls budgetary allocations through regular reviews; drafts routine and ad hoc outputs; and provides effective monitoring reports and data. Identifies deviations from plans and proposes corrective measures.
- Establishes and maintains a set of sound policies, procedures, standards and tools which are consistent with UN policy and practice in order to ensure proper accounting, financial management and control.

General Administration:

- Implements and monitors support services, including procurement of supplies and services; transport, travel and traffic, communications, engineering and information technology support; and provision of local utilities and service requirements.
- Supervises staff including the Administrative Officers in the India and China country offices and provides advice to others on human resource administration, financial administration and management information issues and practices to colleagues.
- Produces major/complex reports for management.
- Provides expert guidance and leadership to more junior staff.

Human Resources Management:

- Initiates and coordinates actions covering the entire span of human resource activities, e.g., recruitment, placement, promotion, performance appraisal, vacancies, job classification reviews, separation of staff members, training, etc., ensuring consistency in the application of UN rules and procedures.
- Provides expert advice with respect to conditions of service, duties and responsibilities, and privileges and

entitlements under the Staff Rules and Regulations.

- Represents the Department/Unit at Departmental Panels and appointment bodies.
- Reviews post incumbency reports for purposes of vacancy management and staffing table control.
- Leads, oversees and coordinates the preparation and implementation of the work program and budget to ensure compatibility with work priorities and objectives, taking into account the most effective use of resources.

Performs any other related duties.

Competencies

- **PROFESSIONALISM:** Knowledge of administrative, budgetary, financial and human resources policies and procedures. Ability to apply various United Nations administrative rules and regulations in work situations. Conceptual analytical and evaluative skills to conduct independent research and analysis. Ability to identify issues, formulate opinions, make conclusions and recommendations. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **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.

Education

Advanced university degree (Master's degree or equivalent) in business or public administration, finance, accounting, law or related area. A first-level university degree in combination with two additional years of relevant work experience may be accepted in lieu of the advanced university degree. Certified Public Accountant (CPA), Chartered Accountant (CA) or similar qualification will be considered an asset.

Work Experience

A minimum of seven years of progressively responsible experience in administration, finance, accounting, human resources management or related field. UN or multi-lateral organization experience in a regional capacity in administration or related fields will be considered an advantage.

Languages

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English is required. Knowledge of French is desirable. Knowledge of another UN official language is an advantage.

Assessment

Evaluation of qualified applicants may include an assessment exercise, most notably a competency-based interview.

Special Notice

This position is open for recruitment for an initial period of one year and may be subject to extension. 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. Staff members of the United Nations Secretariat must fulfil the lateral move requirements to be eligible to apply for this vacancy. Staff members are requested to indicate all qualifying lateral moves in their Personal History Profile (PHP) and cover letter. The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position. 1. All applicants are strongly encouraged to apply on-line as soon as possible after the job opening has been posted and well before the deadline stated in the job opening. On-line applications will be acknowledged where an email address has been provided. 2. If you do not receive an email acknowledgement within 24 hours of submission, your application may not have been received. In such cases, please resubmit the application, if necessary. If the problem persists please seek technical assistance through the Inspira "Need Help?" link.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation or

sexual abuse, or crimes other than minor traffic offences, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the inspira account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING), THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.