

Division for Sustainable Development Goals

United Nations Office for Sustainable Development

Team Assistant, G-4

ORGANIZATIONAL SETTING AND REPORTING

The position is located in the Department of Economic and Social Affairs (DESA), Division for Sustainable Development Goals (DSDG), Office for Sustainable Development, in the city of Incheon, Republic of Korea. The Division for Sustainable Development, under the Department of Economic and Social Affairs, provides leadership in promoting and coordinating implementation of the sustainable development agenda of the United Nations and serves as secretariat to the High-level Political Forum on Sustainable Development which was established following the Rio+20 Conference and GA resolutions 66/288 and 67/290. For more information, please visit our website at <http://sustainabledevelopment.un.org/about.html>. You may also wish to visit the website of the UNOSD at <http://www.unosd.un.org>. The Team Assistant reports directly to the Senior Development Management Expert.

RESPONSIBILITIES:

Under the guidance and supervision of the Sustainable Development Management Expert and within limits of delegated authority, the Team Assistant will be responsible for the following duties:

1. Performs a wide range of office support and administrative support functions; provides direct assistance to the Head of the United Nations Office for Sustainable Development;
2. Monitors status of expenditures and allotments through Umoja, records variations, and updates budget tables; Reviews status of relevant expenditures and compares with approved budget; Reviews requisitions for goods and services to ensure (a) correct objects of expenditure have been charged and (b) availability of funds; Assists in the preparation of budget performance submissions and budget revisions; Prepares statistical tables and standard financial reports.
3. Ensures proper technical set-up for meeting, workshops, and conferences, including among others, PC/projector, cameras for video or Skype calls, wifi.
4. Operates and maintains a variety of office equipment in the performance of basic office functions, e.g. photocopier, facsimile, printer, scanner; Photocopies a variety of documents and other materials.
5. Screens phone calls and visitors; responds to moderately complex information requests and inquiries (e.g. answers requests requiring file search), and as necessary, refers

inquiries to appropriate personnel for handling; Provides secretarial, administrative and logistics support to meetings including boards, committees and conferences.

6. Assists in the maintenance of websites by scanning, converting and posting a variety of documents onto the site; Assists in the preparation of presentation materials using appropriate technology/software.
7. Maintains calendar/schedules; monitors changes and communicates relevant information to appropriate staff inside and outside the Office. Reviews, records, distributes and/or processes mail and other documents; follows-up on impending actions.
8. Updates and maintains distribution lists; monitors, prepares and distributes various materials, reports, where possible using electronic formats; handles arrangement for printing and translation as necessary; coordinates shipment arrangements, including courier services.
9. Performs general administrative tasks (e.g. leave and attendance recording, arrangements for meetings and other events, reservations, budget follow-up), to include preparing and/or processing administrative requests/documents (e.g. requisitions, purchase orders, travel requests, contracts, expenditure authorizations, visa applications).
10. Maintains files (both paper and electronic) and databases for the Office.
11. Performs other duties as assigned.

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
- **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; demonstrates openness in sharing information and keeping people informed.
- **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& 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.

QUALIFICATIONS

EDUCATION

High school diploma or equivalent. Secretarial and/or office management/executive assistance training/courses are desirable. Must have passed the United Nations Global General Service Test (GGST) at Headquarters or an equivalent locally-administered test at Offices Away from Headquarters.

EXPERIENCE

Experience in general office support or related area is desirable.

LANGUAGES

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English and Korean is required. Knowledge of another official United Nations language is desirable.