



REGIONE
PUGLIA



UNOPS supports partners to build a better future by providing services that increase the efficiency, effectiveness and sustainability of peace building, humanitarian and development projects. Mandated as a central resource of the United Nations, UNOPS provides sustainable project management, procurement and infrastructure services to a wide range of governments, donors and United Nations organizations.

IS URGENTLY SEEKING 1 Administration Associate
Application period 30-Mar-2022 to 13-Apr-2022

Functional Responsibilities

To support the achievement of its goals, UNOPS is assisting UNGP by recruiting an Administration Associate to help strengthen UNGP's operational capabilities in support of UNGP's broader transformation in line with its new Terms of Reference. This role seeks to i) support the design, development and execution of administrative processes; ii) provide office management and administrative support to UN Global Pulse Finland and the wider UNGP network; iii) assist in the implementation of administrative tools and processes which allow UNGP to be more operationally agile and effective. The role will involve engagement with procurement, finance, partnerships, legal, HR and operations teams across the UN. It will entail working with a number of internal and external project/portfolio partners and individual experts. **The role is based in Helsinki, Finland.** The incumbent will work under the supervision of the Administration Manager and execute the following duties:

- Administrative Support
- Finance and Operations
- Office Management

Administrative Support

- Handle a wide range of administrative duties/processes for example leave and absence records, travel arrangements including visa formalities, billing and expenses, service, supply and purchase order requisitions and other processes as required.
- Liaise with host government regarding diplomatic processes and protocols for UNGP Finland staff which includes *inter alia* ID cards, permissions and other applications related to the functioning of UNGP staff in Finland.
- Provide logistical and administrative support for UNGP Finland events and meetings.
- Support the Administration Manager in the onboarding and separation of staff members.
- Assist in the procurement of software and hardware as required by UNGP.

2. Finance and Operations

- Assist and support the Administration Manager in financial planning, budgeting processes, oversight and management.
- Assist in UNGP Finland recruitment and recruitment for other locations as required. Assist in the development of staff ToRs.
- Assist and support the Administration Manager in procurement, HR, partnerships and operations management, as required.
- Introduce and enhance administrative processes and tools to improve operations where possible.

3. Office Management

- Provide general office support services including office management, correspondence and communications support.
- Plan and conduct annual or regular audits and assessment related to UNGP Finland premises, as required by UNOPS.
- Plan the acquisition and provision of office supplies and other consumables.
- Be the focal point for the building manager. Liaise with building management on safety, security, inspections of premises, hazard prevention and fire safety.
- Assist in maintaining office space and equipment as required.

Education:

- A secondary education/High school diploma is required.
- A University degree (Bachelor's or Master's) or technical diploma, will be considered an asset and may substitute for some of the required years of experience.

Experience:

Required:

At least six (6) years of experience in administration or in a related field in a public or private sector organisation.

Desirable:

The following experience is desirable. Candidates who do not have experience in these areas are welcome to apply:

- An understanding of project/programme management.
- Experience in processes and procedures in all or any of the following: HR, Procurement, Budgeting, Partnerships, Office Management.
- The implementation of administrative tools and systems in an international organisation or public sector context.

Language Requirements:

- Fluency in English (speak, write, read) is required. Knowledge of another United Nations official language is an asset.

Contract type, level and duration, duty station

Contract type: Fixed Term

Contract level: G6

Contract duration: One year initially, renewable subject to satisfactory performance and funding availability

How to apply :

<https://jobs.unops.org/pages/viewvacancy/VADetails.aspx?id=23680#4>

by 13.04.2022