



UNITED NATIONS  
UNIVERSITY

**LOCAL RECRUITMENT  
Kuala Lumpur, Malaysia**

**VACANCY ANNOUNCEMENT**

**ADMINISTRATIVE ASSISTANT (GS-4)**

- Organizational Unit** : United Nations University - International Institute for Global Health (UNU-IIGH)
- Reference Number** : 2017/UNU/IIGH/FTA/AA/96
- Applications to** : ***By Post:***  
Finance & Administrative Officer,  
United Nations University – International Institute for Global Health (UNU-IIGH),  
HUKM Complex, Jalan Yaacob Latiff, Bandar Tun Razak, 56000 Cheras, Kuala Lumpur, Malaysia
- By Email:*** [recruit.iigh@unu.edu](mailto:recruit.iigh@unu.edu)
- Closing Date** : 22 December 2017

**United Nations University Objectives:**

The United Nations University (UNU) is an international community of scholars engaged in research, postgraduate training and dissemination of knowledge in furtherance of the purposes and principles of the United Nations, its Peoples and Member States. It serves as a think tank for the United Nations system, contributes to capacity building particularly in developing countries, and serves as a platform for new and creative ideas and dialogue. In addition to the UNU Headquarters located in Tokyo, UNU has already established fifteen institutes and programmes worldwide. For more information please visit <http://unu.edu>.

**United Nations University-International Institute for Global Health (UNU-IIGH):**

The UNU-IIGH undertakes research, teaching and capacity development and dissemination of knowledge related to key issues of human health. The aim is to contribute to the development and strengthening of health services policy frameworks and management actions, particularly for people in developing countries, and to support implementation of promotive and preventive approaches to human health. UNU-IIGH embraces an ecosocial view of health that recognizes its origins in ecological, economic and social contextual factors, and adopts a systems approach to understanding and addressing health challenges. For more information please visit <http://iigh.unu.edu>.

## **Responsibilities:**

Reporting to the Finance and Administrative Officer, the main duties and responsibilities of the Administrative Assistant include the followings:

### Procurement

- Follow up with requisitions request from staff and vendor;
- Create transactions in the ERP system including requisitions, payment voucher, purchase orders, staff travel requests and follow up on related documentations for transactions.
- Support procurement process including assisting in preparation of tender documents, receipt of quotations, bids or proposals and their preliminary evaluation.

### HR services and Contract administration

- Assist in preparation of vacancy announcement, compilations of matrixes, organizing interview panel.
- Perform general office support and administrative functions (e.g. recording personnel leave and attendance, travel requests, contracts preparation, visa applications, etc.).
- Respond to or draft routine correspondences and other communications.
- Provide administrative and logistic support to monthly staff meetings, annual Boards of Advisors meeting.
- Assist in the preparation of various materials and other reports; handles arrangement for printing and translation as necessary; coordinate shipment arrangements, courier services, etc.
- Prepare and process all relevant forms and permissions for contractual and work Unit, UNU staff (e.g. grounds passes, parking permits, swipe-card access and door keys, etc.).
- Ensure proper documentation and filing (both paper and electronic).
- Perform any other duties as assigned.

### Building Maintenance

- Contact and follow up with maintenance contractors and log-in a report for repairs if required;
- Liaise with owner of building for various issues related to servicing/repairs of facilities;
- Obtain quotations, drafting letters to Department of Higher Education, Building Working Group and taking Minutes of meeting.

## **Qualifications and Requirements:**

- A Diploma in Business Administration, Business Studies, Office Administration, Public Administration or related field of study.
- At least two (2) years of work experience in office administration, or related area, preferably in an international environment.
- Proficient in MS Office applications (Word, Excel, PowerPoint). Knowledge in an Enterprise Resource Planning (ERP) system such as Atlas or any web-based management system is an asset.
- Fluency in both oral and written English is required; working knowledge of any other United Nations official languages is an asset.
- Result-oriented and self-motivated, with the ability to prioritize work and multi-task.
- Good team player with strong inter-personal skills demonstrated by the ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

**Remuneration:**

Remuneration will commensurate with qualifications and experience according to suitability of candidates, will be within the GS-4 level of the General Service Salary Scale for Malaysia duty station in the United Nations Common System salary scale. For more information please visit: [http://www.un.org/Depts/OHRM/salaries\\_allowances/salaries/malaysia.htm](http://www.un.org/Depts/OHRM/salaries_allowances/salaries/malaysia.htm).

The Rector reserves the right to appoint a candidate at a level below the level advertised.

**Duration of Contract:**

This is a full time fixed-term appointment. The initial appointment shall normally be for a fixed-term of one (1) year with the likelihood of renewal on a rolling fixed-term appointment basis, subject to satisfactory performance. The mandatory age of retirement for United Nations staff is 65 years old.

Staff members of the UNU are international civil servants subject to the authority of the Rector and may be assigned to any of the activities or offices of UNU.

This is a locally recruited position and no relocation allowance applies. Applications from suitably qualified women candidates are particularly encouraged.

**Starting Date:** As soon as possible.

**Application Procedure:**

Interested applicants should submit their applications, preferably by email (to [recruit.iigh@unu.edu](mailto:recruit.iigh@unu.edu)), and must include the following:

- a cover letter setting out how the qualifications and experience match the requirements of the position;
- a curriculum vitae with a completed and signed UNU Personal History (P.11) form downloadable from UNU website. Please avoid using similar forms provided by other United Nations organizations;
- Please indicate the reference number of the vacancy announcement 2017/UNU/IIGH/FTA/AA/96

The United Nations shall place 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. (Charter of the United Nations - Chapter 3, article 8).