LOCAL RECRUITMENT
Kuala Lumpur, Malaysia

VACANCY ANNOUNCEMENT

ADMINISTRATIVE ASSISTANT (GS-5)

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

Reference Number : 2019/UNU/IIGH/FTA/AA/00063606

Applications to : recruit.iigh@unu.edu

Closing Date : 22 April 2019

About United Nations University

For the past four decades, UNU has been a go-to think tank for impartial research on the pressing global problems of human survival, conflict prevention, development, and welfare. With more than 400 researchers in 13 countries, UNU’s work spans the full breadth of the 17 SDGs, generating policy-relevant knowledge to effect positive global change. UNU maintains more than 200 collaborations with UN agencies and leading universities and research institutions across the globe. For more information, please visit http://unu.edu.

United Nations University - International Institute for Global Health

UNU-IIGH is one of 14 research and training centres that comprise the UNU system. As a UN think tank, the mission of UNU-IIGH is to build knowledge and capacity for decision-making by UN agencies, programmes and member states about global health issues. 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. The UNU-IIGH’s research and capacity building in global health relates specifically to informing the policy debates and directions that ensure that in keeping with the Sustainable Development Goals (SDGs) “no one is left behind”.

We are looking for outstanding individuals with high level administrative skills, a strong commitment to high quality outputs, efficiency and customer service, to bring a significant contribution to the local and international expansion of the UNU-IIGH’s operations.

For more information please visit http://iigh.unu.edu
Responsibilities:

The main duties and responsibilities of the Administrative Assistant include the following:

**HR services and Contract administration**
- Liaise with the UNU Central Administrative Office in Putra Jaya and the UNDP Global Shared Services Unit in Copenhagen to support UNU-IIGH staff recruitment and employment.
- Manage the recruitment process from vacancy announcement through to onboarding and HR support.
- Serve as liaison with the relevant Malaysian Government authorities for the operationalization of the protocol on immunities and privileges for UN staff.
- Perform general office support and administrative functions to support HR (e.g. recording personnel leave and attendance, travel requests, contracts preparation, visa applications, etc.).

**General administration**
- Prepare and process all relevant forms and permissions for contractual and work Unit, UNU staff (e.g. grounds pass, parking permits, swipe-card access and door keys, etc.).
- Respond to or draft routine correspondences and other communications.
- Assist in the preparation of various materials and other reports; handles arrangement for printing and translation as necessary; coordinate shipment arrangements, courier services, etc.
- Ensure proper documentation and filing (both paper and electronic).
- Perform any other duties as assigned.

**Building Maintenance**
- Serve as liaison for the management of host institution logistics and facilities.
- Oversee maintenance contracts 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 four (4) years of work experience in office administration, or related area, preferably in an international environment.
- Good 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-5 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.

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:

Information about how to apply is provided below – please read carefully to ensure that any further inquiries relate to information not already provided. We recommend that applicants review the information on how to apply for jobs with the UN to assist with the submission of a competitive application.

Interested applicants should submit their applications, preferably by email (to 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 2019/UNU/IIGH/FTA/AA/00063606.

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).