

## Job Opening

Job Title, Level:	Team Assistant/Driver, G-4
Office:	APCICT
Location:	Incheon city, ROK
Posting Period:	16 January – 15 February 2015
Duration:	Starting as soon as possible for initial one year, with possibility of extension, subject to performance and the availability of the funds
Job Opening number:	15-G-01-APCICT-XB-G-4

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

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### Org. Setting and Reporting

The mandate of the United Nations Economic and Social Commission for Asia and the Pacific (ESCAP) is to promote regional cooperation for inclusive economic and social development in the Asian and Pacific region. ESCAP's role as a regional development arm of the United Nations Secretariat is to support its membership, through its analytical, normative and technical cooperation, to respond to the development priorities and changing needs of the Asian and Pacific region.

The Asian and Pacific Training Centre for Information and Communication Technology for Development (APCICT) is a subsidiary body of the United Nations Economic and Social Commission for Asia and the Pacific (ESCAP), and is located in Incheon, Republic of Korea. The Centre's mission is to strengthen the efforts of the member and associate member countries of ESCAP to use information and communication technology (ICT) in their socio-economic development through human and institutional capacity building. To meet this objective, APCICT's work is focused on three inter-related pillars, namely Training, Research and Knowledge Management, and Advisory Services. Together they form an integrated approach to ICT human capacity building

This position is located in the APCICT, Incheon. The incumbent reports to the Director, APCICT.

### Responsibilities

Under the overall supervision of the Director of APCICT the incumbent is responsible for the following:

- Performs a wide range of office support and administrative functions.
- Drives office vehicles for the transportation of the Director and authorized personnel.
- Takes care of day-to-day maintenance of the assigned vehicles.
- Maintains the office vehicle properly on a daily basis, performs minor repairs and arranges for other repairs and ensures that the vehicles are kept in good working condition, clean, and functional at all times.
- Keeps record of official trips, daily mileage, gas consumption, oil charges, etc. and submit reports to the Team Assistant (Secretary) of APCICT for weekly/monthly review.
- Ensures that the steps required by traffic rules and regulations are taken in case of involvement in accident.
- Makes regular deliveries of parcels, documents, etc. between APCICT and other offices and organizations, e.g. Ministries, Embassies, Permanent Missions, etc.
- Conducts inventory of office supplies on hand and purchases office supplies.
- Updates list of inventors of non-expendable equipment.
- Provides settlement/domiciliation supports to new staff e.g visa supports, residential settlement.
- Responds or drafts responses to routine correspondence and other communications; uses standard word processing package to produce a wide variety of large, complex documents and reports.

- Monitors processes and schedules related the unit's outputs, products, tasks, etc.; where applicable, assists in the verification of receipt and accuracy of requisite documents, approvals, signatures, etc. to ensure compliance with relevant legal, financial and other requirements.
- Screens phone calls and visitors; responds to moderately complex information requests and inquiries (e.g. answers requests requiring file search, etc.), and as necessary, refers inquiries to appropriate personnel for handling.
- Provides secretarial, administrative and logistics support to meetings, boards, committees, conferences, etc.
- Maintains calendar/schedules; monitors changes and communicates relevant information to appropriate staff inside and outside the immediate work unit.
- Performs data entry and extraction functions.
- Reviews, records, distributes and/or processes mail and other documents; follows-up on impending actions.
- Maintains files (both paper and electronic) and databases for work unit.
- Assists in providing software and office equipment support.
- Performs other duties as assigned.

## Competencies

Core Competencies:

- **Professionalism:** Ability to perform a broad range of administrative functions, such as budget; work programme monitoring, human resources, database management, etc. Ability to apply knowledge of various United Nations administrative, financial and human resources rules and regulations in work situations. Knowledge of driving rules and regulations and skills in minor vehicle repairs. 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.
- **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.
- **Client Orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

## Education

High school diploma or equivalent is required. Must have passed the United Nations Administrative Support Assessment Test (ASAT) at Headquarters or an equivalent locally administered test at Offices Away.

## Work Experience

A minimum of three years of progressively responsible experience in general office support preferably in administrative services or related area is required. Experience as a driver with a safe driving record. Familiarity with roads within duty station area and nearby vicinities is required.

## 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 are required. Knowledge of another official United Nations language is an advantage.

## **Assessment Method**

Qualified applicants will be evaluated through a competency-based interview and/or other assessment methods.

## **Special Notice**

Appointment against this post is on a local basis; candidates shall be recruited in the country or within commuting distance of the APCICT office, Incheon irrespective of nationality and length of time the candidate may have been in the country. If no suitable candidate is identified, overseas candidates will be considered subject to a passing grade on the relevant entry-level examinations at the duty station. The candidate is responsible for any expenses incurred in order to take examination and, in the event of an employment offer, any costs relating to travel and relocation to the duty station.

*This post is funded from extra budgetary resources. The initial appointment is for a period of one year. Extension of appointment is subject to availability of the funds.*

## **United Nations Considerations**

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). The United Nations Secretariat is a non-smoking environment.

## **No Fee**

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

## **Application Process**

Applicants are requested to complete a Personal History Profile (PHP) on careers.un.org and submit it electronically to: [escap-application@un.org](mailto:escap-application@un.org) with the subject "Application for JO No 15-G-01-APCICT-XB-G-4" and received no later than the deadline indicated above.

PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED.

Due to the volume of applications, only candidates under positive consideration will be contacted.