

**United Nations Military Observer Group in India and Pakistan
(UNMOGIP)**

READVERTISEMENT

JOB OPENING - ADMINISTRATIVE ASSISTANT, GL-7, SRINAGAR

This position is located in the United Nations Observer Group in India and Pakistan (UNMOGIP), Office of the Chief of Mission Support (CMS).

Responsibilities: The Administrative Assistant will undertake the following functions:

Co-ordinates all administrative and logistic matters in Srinagar on behalf of the CMS; Coordinates with the various Section Chiefs in UNMOGIP HQ in Islamabad and Military Observers in the Field Stations and Delhi liaison office on matters pertaining to general administration and overall operations; Support the CMS on all HR and Administrative functions; Supervise national staff in Srinagar, Delhi liaison office and Field stations; Assists national staff in Srinagar with drafting of correspondence pertaining to administrative matters; Brief national staff on the contents of Administrative Instructions and Information Circulars; Prepare reports and correspondence on behalf of CMS related to general administrative and overall operations to UNMOGIP HQ; Brief Military Staff in Srinagar on administrative and other matters as applicable; Administer attendance of national staff in Srinagar and staff visiting the Indian side; Arrangement of exit visas/stamps as and when required; Coordinate with different sections with regard to providing administrative support; Liaison with the Transport Platoon Commander on all transport related matters including accident reporting (if any); Arrange airline tickets of military and civilian staff for official travel, as applicable; Arrange incoming and outgoing shipments, Prepare and submit request for Exemption Certificates and closely follow up with Government Departments for timely action as needed; Coordinate and hold meetings with customs authorities in case of any issues for clearance of shipments; Negotiate with Airport/Port/Shipping Lines for waiver of demurrage/detention charges whenever required. Coordinate with clearing agents, transporters, shipping lines with regards to receiving and dispatching of goods and services; Liaison with representatives of local authorities and Cantonment Board in connection with provision of utilities and maintenance of the HQ;

Physical verification of the mission's property (assets and equipment) at Srinagar HQ, Field stations and Delhi Liaison office and forward report to Islamabad HQ for reconciliation. Acts as custodian for Petty Cash Imprest Account, Prepare & verify Travel Claims of Srinagar national staff; Scrutinize & verify invoices and forward them to the concerned staff for certification; Liaison with local banks on behalf of the Chief Finance Officer (CFO) as required; Assist Section Chiefs in the elaboration of HR requirements, for budget submissions; review, analyze and assist in the finalization of cost estimates and budget proposals in terms of staff requirements; Liaison with CFO on financial matters pertaining to the Srinagar office, Delhi liaison and Field stations; Disburse payments after receiving cheques from Finance Office;

Arranges insurance of UN owned vehicles, Follow up cases of accidents with the Insurance Company on behalf of the Chief Transport Officer; Advise Transport Staff in Srinagar with official paperwork as required; Carries out any other duties assigned by CMS.

Qualifications & Experience: Candidate having minimum education of Secondary School Diploma and/or supplementary administrative or management training or any related qualifications along with minimum 10 years of relevant working experience in administrative and/or logistical support functions are requested to apply. Knowledge of Travel, Shipment and/or Airline Ticketing will be an advantage. Experience in an Executive Office is desirable.

Closing date: 15 October 2018: Applicants must apply using the UN Application Form (PHP/P.11) that can be downloaded at www.unicef.in/p11form.doc and forward your completed UN PHP application together with cover letter to unmogip2@un.org. Only applications received on the PHP/P.11 format by the closing date will be accepted. **Qualified female candidates are strongly encouraged to apply.**