

<b>Title:</b>	Secretarial Programme Assistant
<b>Domain:</b>	Director's Office
<b>Position Number:</b>	BAG-19-DIR-0001
<b>Organizational Unit:</b>	UNESCO Office for Iraq
<b>Duty Station:</b>	Baghdad
<b>Type of contract:</b>	Service Contract (UN Ref. G-4)
<b>Duration of contract:</b>	Initially a 3-month probation contract, extendable subject to satisfactory performance and fund's availability
<b>Annual salary:</b>	USD 22,939.00 (Social Security included)
<b>Deadline</b> ( <i>midnight, Baghdad time</i> ):	2 May 2019

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UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

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### Overview of the functions of the position

Under the overall authority and direct supervision of the Director of UNESCO Office for Iraq and UNESCO Representative to Iraq, the Assistant provides a wide range of secretarial and administrative support services in managing the office of the Director (i.e. secretarial, logistical, administrative and others) under limited supervision. The work is performed independently with the supervisor reviewing products for conformance to instructions. The Assistant provides guidance to other support staff on corporate formatting standards, workflows as well as protocol and other procedures. The incumbent is required to efficiently work on the different corporate systems such as DUO to process and produce the necessary documents, like travel plans, etc., related to the Director's work.

The incumbent will be responsible for:

1. Manages the Director's front desk with respect to communications/correspondence, information sharing, meetings and work flow; identifies means to ensure adequate control of internal and external communications for the office; identifies complex or sensitive subjects, and contacts, for dedicated processing as well as priority issues that need to be brought to the Director's attention; distributes action items not requiring the Director's personal attention; as appropriate, provides additional information and guidance to staff at all levels within the Office to ensure clarity in understanding of intent and deadlines; and continually evaluates and improves the operations of paper-based and electronic systems to ensure effective access to information and documents.
2. Receives, analyses, registers and distributes incoming correspondence and other documents; determines the importance and priority of documents received and whether it should be seen by the Director or can be handled directly by program specialists within the office; establishes deadlines for required action or reply; follows up with the Director and other professionals on deadlines for answers or other required action; prepares correspondence and answers to requests for information on programmes and activities attaching relevant documentation; reviews correspondence and other documents prepared in English or Arabic for the signature of the Director, and makes or recommends changes to format, style, spelling or grammar; verifies invoices against contract terms and conditions and prepares contract modifications and requests for payments relevant to the Director's work.
3. Manages the Director's agenda; schedules/reschedules appointments; makes travel/mission arrangements. Establishes and maintains files and reference systems both electronically and on papers for documents and correspondence according to the rules and procedures for the processing and approval of documents by the Director. Drafts non-technical correspondence, Note Verbales and e-mails and ensures follow-up; drafts documents/reports/ correspondence/briefings for the Director's desk; maintain policy and confidential files with high level of discretion and sensitivity and take discrete actions as appropriate; undertake searches for information. Takes minutes at senior and general staff meetings. Prepares informal translations of documents and acts as an informal interpreter as requested in two languages (Arabic and English).
4. In collaboration with Office staff, assess administrative support needs for meetings/events/workshops, travel, invitation/document processing/publication production and dissemination and consultants/temporary assistance. Inform team members of process, procedures and timeframes to secure administrative services needed for programme execution. Initiate and process a variety of contractual and administrative documents/ transactions using examples or templates; identify consultants, suppliers, and prepare documentation in accordance with instructions received. Organize the delivery of programme support in close coordination with team members, perform a variety of administrative duties and provide logistical and other administrative

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assistance to partners and stakeholders attending the events/ meetings/ workshops (e.g. travel, visa arrangements etc.).

5. Maintains personal contact with the Ministry of Foreign Affairs Protocol officers, in case of VIP delegations and visits; arranges for meetings with high-ranking officials as required; and for receiving high-ranking delegations, including VIP welcome at airport, security and transportation, hotel booking, flight reservations. Plans for official receptions of other official events and takes care of logistical arrangements, including the preparation of venue, distribution of agenda and invitations, etc. Keeps updated lists of names, addresses and telephone numbers of ministers, government officials, and members of the diplomatic corps and UN in Iraq. Follows up with relevant staff on the preparation of Director's speeches and screens them before finalization; prepares invitation cards for official receptions/functions including UN events.
  6. Additional activities that may be required to ensure the success of the work team.
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## Competencies

**A successful candidate will be required to demonstrate the following competencies:**

Accountability

Communication

Teamwork

Innovation

Results focus

Planning and organizing

Knowledge sharing and continuous improvement

For detailed information please consult the [UNESCO Competency Framework](#)

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## Required qualifications

### Education

- Completed Secondary, technical or vocational education in Business administration or any other related field. Preferably followed by secretarial training.

### Work Experience

- A minimum of three (3) years of relevant experience in secretarial or administrative tasks..

### Skills and competencies

- Good interpersonal and communication skills, including ability to draft correspondence and correct documents.
- Good organizational, coordination and filing skills.
- Ability to work as part of a team, to take initiative and to provide quality and timely support and services.
- Discretion and capacity to deal efficiently and tactfully with people of different cultural backgrounds.
- Flexibility to adjust work schedules and priorities.
- Good computer skills (MS Word, Excel, Outlook, knowledge of databases, SharePoint, ERP/SAP systems etc.).

### Languages

- Excellent knowledge of Arabic and English;
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## Assessment

An assessment exercise may be used in the evaluation of candidates.

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*UNESCO is committed to promoting gender equality within its Secretariat. Therefore, women candidates are strongly encouraged to apply. Persons with disabilities equally are encouraged to apply.  
UNESCO applies a zero tolerance policy against all forms of harassment.*

**UNESCO DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS.**

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## How to apply

Interested candidates should complete the attached **UNESCO CV** with a covering letter in English explaining their interest in the position and forward it electronically to the following e-mail address: [recruitment.bag@unesco.org](mailto:recruitment.bag@unesco.org)  
**Please indicate the position and vacancy number you are applying for. Incomplete UNESCO CV will not be processed.**

Applications can also be received via fax only if internet access is not available to apply online. A completed official UNESCO CV form (available from the UNESCO home page) should be sent to fax number: +962-6-5928456.

Interested and suitable candidates should ensure that their application is submitted on or before **2 May 2019 (midnight, Baghdad time)**.

**Due to the large number of applications received, only applicants short - listed for interview will be contacted.**

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## Benefits and entitlements

The candidate shall be offered a Service Contract with a net salary of approximately **USD 22,939.00** per annum (*Social Security included*).

The initial contract is for a probationary period of 3 months renewable subject to satisfactory service; and contingent on the availability of funding;

Other benefits include 2.5 days per month annual leave.

Please note that UNESCO is a no-smoking Organization.

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