



INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

Organizational Unit:	UNOCHA Iraq Country Office
Duty station	Erbil/Iraq
Post Title	Administrative Assistant
Post Title	G5
Type of contract	FT
No of position	One
Duration of contract	One year
Deadline for application	05 April 2017

Organizational Context:

Under the guidance and supervision of the Deputy Head of Office and the Administrative and Finance Officer, the Administrative Assistant provides support to office operations performing a variety of standard administrative processes ensuring high quality and accuracy of work. The Administrative Assistant promotes a client, quality and results-oriented approach.

The Administrative Assistant works in close collaboration with the administration team in the CO, the Sub Offices and UNDP ensuring successful OCHA Iraq performance and consistent service delivery.

The functions/duties/ key results of this job description are generic and not all duties are carried out by all Administrative Assistants. Some specialized functions can be implemented by Logistics Assistants (shipments, insurance, deliveries, and customs clearance).

Description of Responsibilities:

Summary of Key Functions:

- Implementation of operational strategies
- Support effective and efficient functioning of the office
- Support administrative and logistical services
- Support office maintenance and assets management
- Support knowledge building and knowledge sharing

1. Provides administrative support to the Deputy Head of Office, Erbil focusing on achievement of the following results:

- Preparation of correspondence on behalf of Deputy Head of Office for his/her signature and making follow-up when required.
- Maintenance of calendar, contacts with high-ranking visitors, arrangement of appointments and meetings, acting as an interpreter when required and/or taking minutes.
- Maintenance of protocol procedures.
- Preparation of high quality briefing materials for supervisor for appointments, meetings, missions, including presentation materials, background information and documentation.
- Maintenance of rosters of high-level partners, telephone lists.
- Use of automated office management systems for effective functioning of the Deputy Head of Office.
- Provide support in translation of information products. Translation of simple correspondences, when needed.

2. Ensures implementation of operational strategies, focusing on achievement of the following results:

- Full compliance of administrative activities with UN/UNOCHA rules, regulations, policies and strategies.
- Provision of inputs to the CO administrative business processes mapping and implementation of the internal standard operating procedures (SOPs).
- Provision of inputs to preparation of administrative team results-oriented work plans.

3. Ensures effective and efficient functioning of the administrative section, focusing on achievement of the following results:

- Contacts with visitors and staff, arrangement of appointments and meetings, acting as an interpreter when required and/or taking minutes.
- Compilation and preparation of briefing and

4. Provides Human Resources support focusing on the following:

- Assist in smooth implementation of recruitment process including review of Terms of Reference, post classification, vacancy announcements on website and newspapers, screening of eligible candidates; shortlisting of candidates, reference checks, preparation of interview reports. Assist in compliance review of the recruitment documentation and timely submission to UNDP for CRP's review.
- Keep track of contract expiry dates and process contract extensions in a timely manner.

5. Supports knowledge building and knowledge sharing in the CO, focusing on achievement of the following results:

- Participation in the training for the operations/projects staff on administration.
- Sound contributions to knowledge networks and communities of practice.

Functional Competencies:

Building Strategic Partnerships

Level 1.1: Maintaining information and databases

- Analyzes general information and selects materials in support of partnership building initiatives

Promoting Organizational Learning and Knowledge Sharing

Level 1.1: Basic research and analysis

- Researches best practices and poses new, more effective ways of doing things

Job Knowledge/Technical Expertise

Level 1.1: Fundamental knowledge of processes, methods and procedures

- Understands the main processes and methods of work regarding to the position
- Possesses basic knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks
- Demonstrates good knowledge of information technology and applies it in work assignments

Promoting Organizational Change and Development

Level 1.1: Presentation of information on best practices in organizational change

- Demonstrates ability to identify problems and proposes solutions

Design and Implementation of Management Systems

Level 1.1: Data gathering and implementation of management systems

- Uses information/databases/other management systems
- systems

Client Orientation

Level 1.1: Maintains effective client relationships

- Reports to internal and external clients in a timely and appropriate fashion
- Organizes and prioritizes work schedule to meet client needs and deadlines
- Responds to client needs promptly

Promoting Accountability and Results-Based Management

Level 1.1: Gathering and disseminating information

- Gathers and disseminates information on best practice in accountability and results-based management systems

Core Competencies:

- Demonstrating/safeguarding ethics and integrity
- Demonstrate corporate knowledge and sound judgment
- Self-development, initiative-taking
- Acting as a team player and facilitating team work
- Facilitating and encouraging open communication in the team, communicating effectively
- Creating synergies through self-control
- Managing conflict
- Learning and sharing knowledge and encourage the learning of others. **Promoting learning and knowledge management/sharing is the responsibility of each staff member.**
- Informed and transparent decision making

Required Skills and Experience

Education:

Secondary Education. Specialized secretarial training or office management desirable.

Experience:

- 5 years of progressively responsible secretarial, administrative, programme experience is required at the national or international level .
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.) is a requirement. Experience in handling of web-based management systems.

Language Requirements:

- Fluency in the UN languages (mainly English) and local languages of the duty station.

Instruction for submission of applications:

Please fill out a P-11 form posted on

<http://www.ig.undp.org/content/iraq/en/home/operations/jobs.html>

Please submit your application to: ochairaq.vacancies@un.org

