



Job Description

Job Title	National Post -Administrative Assistant, Caracas, Venezuela, G-5
Job ID	15635
Location	Latin America and Caribbean
Full/Part Time	Full-Time
Regular/Temporary	Regular

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Rotation

This post is non-rotational.

Background Information

PLEASE NOTE THAT THIS VANCANCY IS OPEN ONLY TO VENEZUELAN

Closing date: 4 May 2018

Duration: One year renewable (*)

(*) No expectancy of renewal in accordance with UN Staff Regulations 4.5

Organizational Setting

The Administrative Assistant is located in the Venezuela Country Office (CO) and reports to the Head of Office.

Main Tasks & Responsibilities

- Assists the CO in assigning and maintaining a follow up system of actions to be taken such as correspondence responses and attendance to scheduled events.
- Receives, reviews and register in the electronic filing system of the office, all incoming and outgoing correspondence and documentation, mail, fax, courier and hard delivery; decides on routing and priority and ensures timely dispatch of outgoing correspondence.
- Controls UNFPA circulars and inter-office memoranda.
- Maintains updated the national and international telephone call logs.
- Reviews and proofreads outgoing correspondence prepared for signature.
- Ensures optimal communication flows between the CO staff and other units within the Fund as well as with counterparts outside the Fund, through effective use of all communication media: written, verbal and electronic.
- Coordinates and drafts routine responses related to the management of programs/projects and requests for information, ensuring follow actions in conformity with established procedures and accuracy of statements.
- Organizes appointments of supervisor, CO staff and visiting officials. Receives visitors, place and screens national and international telephone calls and answers queries with discretion.
- Manages travel arrangements and logistics for CO staff (travel authorization form, security clearance, flights, hotel bookings, visas, and follow up related Requisition and Purchase Order in Atlas system).

- Attends and takes minutes/notes of general coordination meetings, roundtables of projects and other meetings and finalize them in a timely manner so as to be circulated prior to next meeting.
- Resolves operational program-related issues, in response to specific requests.
- When necessary and in coordination with the Assistant Representative, provides specific information on the UNFPA country program (CP) and projects, required for the preparation of reports and briefings, including the preparation of project ideas for submission to donors.
- Support vendor management process and follow up vendor creation requests.
- On exceptional circumstances and prior approval by the Head of Office, act as Finance Back Up for payment processes.
- Support Finance Unit in revising UNFPA supporting documents for payment.
- Assists in the follow-up with counterparts and donors to ensure proper coordination and implementation of ongoing projects, maintaining a monitoring system to track pending matters.
- Support the Assistant Representative in maintaining an inventory of pipeline projects for submission to donors for co-financing.
- Liaises with the media and governmental institutions in the organization of activities in general, some of them related to the observance of special events such as WPD and SWOP.
- Disseminates materials to promote ICPD agenda at national level ensuring an effective advocacy strategy.
- Keeps abreast of the new strategic direction of the Fund and its transition implementation process.
- Assists in keeping the CO web page updated as well as FOs directories.
- Responsible for the organization and logistics of conferences and meetings.
- Supports maintaining CO information in CO digital information storage and its back up system.
- Operates the CO equipment (copier, fax, scanner, phone system).
- Controls availability of office supplies and stationary stocks.
- Support Asset Manager liaising with Finance and Administration Associate.
- Support Human Resources processes.
- Organizes the schedule of the driver.
- Performs other duties as may be required.

Qualifications and Experience

- At least, five years of relevant experience in administration and/or clerical tasks.
- Strong interpersonal and organizational skills.
- Proficiency in current office software applications and corporate IT financial systems. Atlas or People soft knowledge is valued as an asset.
- Good written and verbal communication skills.

Required Competencies

Values:

- Exemplifying integrity
- Demonstrating commitment to UNFPA and the UN system
- Embracing diversity in all its forms
- Embracing change

Core Competencies:

- Achieving Results
- Being Accountable
- Developing and Applying Professional Expertise/Business Acumen
- Thinking analytically and Strategically
- Working in Teams/Managing Ourselves and our Relationships
- Communicating for Impact

Functional Competencies:

- Logistical support
- Managing date
- Managing documents, correspondence and reports
- Managing information and workflow
- Planning, organizing and multitasking
- Job Knowledge

Languages:

- Fluency in oral and written Spanish and English
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UNFPA Work Environment

UNFPA provides a work environment that reflects the values of gender equality, teamwork, Embracing diversity in all its forms, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply. UNFPA promotes equal opportunities for all including persons with disabilities.

Disclaimer

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