From: Vacancy [vacancy@unfpa.org]
Sent: Monday, January 14, 2013 10:51 AM
To: allunfpastaff@unfpa.org; HRoutreach.group@unfpa.org
Subject: Vacancy Announcement - Personal Assistant to the Director, Technical Division, G6

We are pleased to advertise the following vacancy:

VACANCY NO: Job ID 2156

CLOSING DATE: 11 February 2013 (5.00 p.m. New York time)

POST TITLE: Personal Assistant to Director

CATEGORY: ICS-6

POST NUMBER: 35724

DUTY STATION: New York

POST TYPE: Non -Rotational

DURATION: One year (renewable) [i]

ORGANIZATIONAL UNIT: Technical Division

ORGANIZATIONAL LOCATION:
The post of Personal Assistant is located in the office of the Director, Technical Division and reports to the Director.

JOB PURPOSE:
The incumbent provides overall secretarial and administrative support to the Director, as well as some data and research assistance, and is responsible for the day to day management of the Office of the Director.

MAJOR ACTIVITIES/EXPECTED RESULTS:

- Manage communication flows, written, verbal and electronic, between the Office of the Director and: Office of the Executive Director; staff of the Division; other HQ Divisions of the Fund; Regional Offices; and Division level or higher counterparts outside the Fund;
- Review incoming correspondence, assign and channel correspondence to Branches in the Division for action, and monitors follow up actions;
- Collect and prepare necessary information and draft and finalize responses for the Director;
- Review, edit and ensure conformity to the Fund's guidelines and procedures, for all correspondence under the name of the Director;
- Prepare first drafts of responses to inquiries received by the Division for action;
- Undertake logistical administrative, and financial arrangements for technical meetings, workshops, and roundtables organized by the Office of the Director;
- Conduct documentary research in regard to NGOs, academia and UN agencies on substantive issues;
- Gather and compile data and information for the preparation of documents, guidelines, speeches and position papers using website or content searches by selected themes;
- Assemble briefing materials and prepare power-point and other presentations including computer generated visuals such as graphs for the Director of the Division;
- Assist in the preparation and finalization of the Division's Office Management Plan;

- Manage all administrative files at Division level on mission travel, mission reports, leave; and coordinates the preparation and updating of the Division's travel plan;
- Provide guidance to Division staff on the application of administrative and programme directives and guidelines;
- Act as the Division's focal point on Performance review and appraisal. Liaise with DHR on the application of HR policies and procedures, and periodically brief Division staff;
- Prepare travel authorizations and make travel arrangements for the Director;
- Manage the Division Director's calendar and schedule of appointments; receives high-level visitors; and, arranges audio and video conferences;
- Maintain an office filing system, a follow-up system, and electronic mailing lists for the Director; and,

- Carry out any other duties as may be required by the Office of the Director.

WORK RELATIONS:

Internal partners include MIS, to resolve Atlas-related queries; Finance Branch, to resolve budgeting and expenditure issues; DHR, for personnel related issues; Programme Support and Regional Desks Branch, Programme Division, to resolve policy and procedural issues, and for region specific issues; Office of the Executive Director on policy, planning and management issues; Regional Offices on regional and country issues.

External partners include project implementing partners of the Division's core global programme; and, academic institutions, professional societies, NGOs, IGOs, libraries and databases, for research assistance.

JOB REQUIREMENTS:

Education:

Completion of secondary school education

Knowledge and Experience:

- 8 years previous experience in finance and administration;
- Successful completion of the UN clerical test;
- Some experience in research assistance;
- Previous experience in the UN an advantage, and knowledge of protocol;
- Strong interpersonal and organizational skills;
- Computer literacy – Demonstrated skills in Word, Excel, Power-point, etc.;
- Good knowledge of Atlas / Peoplesoft;
- Good writing and communication skills.

Languages: Fluency in English is required. Working knowledge of another official UN language is desirable.

Other Desirable Skills:

Initiative, sound judgment, strong interest in development work, especially the mission of the United Nations Population Fund and dedication to the principles of the United Nations.

CORE COMPETENCIES:

- Values/Guiding Principles
- Developing People
- Personal Leadership and Effectiveness
- Building and Managing Relationships

FUNCTIONAL COMPETENCIES:

- Logistical support

- Managing data
- Managing documents, correspondence and reports
- Managing information and workflow
- Planning, organizing and multi-tasking
- Managing financial processes
- Job knowledge / technical expertise

HOW TO APPLY:

UNFPA has established an electronic application management system. This allows applicants to create a candidate profile, which can be updated regularly and submitted for more than one vacancy.

Download the Step by Step Guide to Applying in the E-Recruit System of UNFPA at http://www.unfpa.org/employment/application_guide.doc.

Please print out the Guide for your reference during the registration and application process.

Notice: There is no application, processing or other fee at any stage of the application process. UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status.

UNFPA reserves the right to appoint prior to closing date.

[i] No expectancy of renewal in accordance with UN Staff Regulations 4.5