

From: Vacancy [vacancy@unfpa.org]
Sent: Thursday, March 14, 2013 2:47 PM
To: ALL STAFF; HR OUTREACH CONTACTS
Subject: Vacancy Announcement - Job ID 2188- Administrative Associate, Office of the Executive Director (OED), ICS-6 (G-6), New York

We are pleased to announce the following vacancy:

VACANCY NO.: Job ID 2188

CLOSING DATE: 4 April 2013 (5.00 p.m. New York time)

POST TITLE: Administrative Associate

CATEGORY: ICS-6

POST NUMBER: 26622

DUTY STATION: New York

DURATION: One year (renewable)

ORGANIZATIONAL UNIT: Office of the Executive Director (OED)

DUTIES AND RESPONSIBILITIES:

Under the guidance of the Chief OED and in close collaboration with Special Assistant to ED and Executive Associate, the Administrative Associate supports the efficient day to day functioning of the Executive Office:

- Manages the correspondence of the Executive Director including through the maintaining of the Correspondence Data System (CDBA). Reviews and processes incoming and outgoing correspondence, sorts out in order of priority and in consultation with the Chief, OED, brings correspondence to the attention of the Executive Director. Translates/transcribes the Executive Director's (or through the Chief of OED) comments/observations on letters, reports/briefing notes, statements to Directors/Chiefs concerned.
- Assists in arranging and managing the official travels and missions of the Executive Director, including logistics and administrative requirements, working closely with the Chief of OED and the Special Assistant to the Executive Director
- Supports the Special Assistant in the preparation of briefing and background materials for the Executive Director as may be required.
- Manages the assets and gifts of the Executive Office/ Executive Director and ensures compliance with relevant guidelines and procedures
- Manages the Executive Director's contact list.
- Oversees repairs and maintenance of office and IT facilities in the Executive Director's office in collaboration with the Administrative Branch, the Management Information Services Branch and the Building Management.
- Maintains the Executive Directors' filing system.
- Acts as back up to the Executive Associate in his/her absence
- Assists in the arranging of official transportation for the Executive Director for outside meetings, in support of the Executive Associate.
- Performs any other tasks as requested by the Executive Director or the Chief of the Office of the Executive Director.

CORE COMPETENCIES:

- Commitment to UNFPA Values and Guiding principles;
- Developing people/Fostering Innovation and Empowerment/Performance Management;
- Team Work/Communication/Self-Management
- Strategic Thinking/Results Orientation and Commitment to Excellence/Decision Making;
- Knowledge Sharing and Continuous Learning

FUNCTIONAL COMPETENCIES:

- Logistical support
- Managing data
- Managing documents, correspondence and reports
- Managing information and work flow
- Planning, organizing and multitasking
- Managing financial processes
- Job knowledge / technical expertise

REQUIRED QUALIFICATIONS:

- Completion of secondary school education with supplemental training in: office management, communication and computers.
- 6 years extended specialized experience in office management and protocol functions.
- Computer literacy-Demonstrated skills in Word, Excel, Power-point, etc;
- Good knowledge of Atlas/ Peoplesoft;
- Good writing and communication skills.
- Fluency in English is required. Knowledge of a second UN official language desirable.

UNFPA provides a work environment that reflects the values of gender quality, teamwork, respect for diversity, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply.

We offer an attractive remuneration package commensurate with the level of the position. The package includes a competitive net salary plus health insurance and other benefits.

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.

SPECIAL NOTE:

Please note that applicants applying for UNFPA General Service posts located in New York must have a valid G-4 visa or U.S. Permanent Residency or U.S. Citizenship. Applicants must pass the UN ASAT in order to be eligible to be appointed against the post. We will only be able to respond to those applicants in whom UNFPA has a further interest.

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.

In accordance with the rules of the United Nations, persons applying to posts in the international Professional category, who hold permanent resident status in a country other than their country of nationality, are required to renounce such status upon their appointment. Exceptions to this rule are very limited and can be made only for: (a) stateless persons; (b) newly appointed staff members who have applied for citizenship by naturalization, when such citizenship will be granted imminently; (c) acting staff members in the General Service and related categories with permanent residency status, on promotion to the Professional category; (d) staff members appointed under a temporary appointment. Please understand that UNFPA is not in a position to provide advice on or assistance in applying for any citizenship.

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