From: Vacancy [vacancy@unfpa.org]
Sent: Thursday, January 03, 2013 4:33 PM
To: allunfpastaff@unfpa.org; HRoutreach.group@unfpa.org
Subject: Vacancy Announcement - Job ID 2168 - Assistant to Regional Desk Adviser, Operational Support and Quality Assurance Branch, Programme Division, New York, ICS-5

Re-advertisement:

VACANCY NO.: Job ID 2168

CLOSING DATE: 24 January 2013 (5.00 p.m. New York time)

POST TITLE: Assistant to Regional Desk Adviser

CATEGORY: ICS-5

POST NUMBER: 40882

DUTY STATION: New York

DURATION: One year (renewable)[i]

ORGANIZATIONAL UNIT: Operational Support and Quality Assurance Branch, Programme Division [previously Programme Support and Regional Desk Branch]

ORGANIZATIONAL SETTING:

The post of Assistant to Regional Desk Adviser (RDA) is located in the Operational Support and Quality Assurance Branch, Programme Division. Under the guidance and supervision of the Regional Desk Adviser, the Assistant provides administrative and secretarial support to one or more RDAs, maintaining full confidentiality in all aspects of assignment, maintenance of protocol procedures, information flow and follow up on deadlines and commitments made.

DUTIES AND RESPONSIBILITIES:

A. Secretarial Support

- Ensure optimal communication flows between the office of the Regional Directors, and the branch as well as with other units and external counterparts, through effective use of written, verbal and electronic communication, organize audio and video conferences;
- Log and route incoming documents from the ROs to the Branch for action; review and ensure conformity to the Fund's guidelines and procedures of all outgoing correspondence submitted for the Branch Chief or Regional Desk Adviser's signature;
- Review incoming correspondence, collect and prepare necessary information for the Branch Chief's reply/action; prepare correspondence, documents and reports ensuring that spelling, punctuation and format are correct; and draft and finalize responses to routine matters;
- Prepare information and/or briefs, summaries and background documentation required by the Branch Chief or Regional Desk Advisers for all official missions and special meetings;
- Gather and compile data and information for the preparation of documents, guidelines, speeches and position papers using website or content searches by selected themes;
- Organize, compile and process information from donors, Regional Offices, programme countries, and country offices, as inputs to various databases and documents;
- Manage the Regional Desk Advisers', as well as Regional Directors' while visiting HQ, calendars and schedules of appointments and meetings; receive high-ranking visitors/officials; take minutes and/or notes, as required; prepare informal translations and may act as interpreter, as required; and answer and screen calls with tact and discretion;

- Provide support to the Regional Desk Advisers in the organization of and preparations for visits to HQ by the Regional Directors;
- Prepare power point and other presentations, including computer generated visuals such as graphs; and
- Maintain an office filing system and assist in archiving, and maintain up-to-date electronic mailing lists.

B. Administrative Support

- Undertake logistical administrative and financial arrangements for meetings and workshops organized by the Branch;
- Make travel arrangements for the Branch Chief and Regional Desks Advisers; monitor the budget of the branch; set up and manage administrative files on Branch mission travel/mission reports; and coordinate the preparation and updating of the travel plan for the branch;
- Prepare requisition request in ATLAS with input from Branch Chief and officers; utilize Atlas to produce monthly reports on the financial status of Branch budget; and

Perform any other duties, as may be required by the supervisor(s).

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:

- Planning, Organizing and Multi-tasking
- Logistical Support
- Managing Information and Work Flow
- Managing Data, Documents, Correspondence and Reports
- Job Knowledge/technical expertise

QUALIFICATIONS AND EXPERIENCE:

- Completion of secondary school education
- 5 years previous experience in secretarial/administrative functions;
- Successful completion of 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 - Word, Excel, Power-point, etc., and good knowledge of Atlas/PeopleSoft;
- Good writing and communication skills.
- Fluency in English is required. Working knowledge of another official UN language is 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.

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.

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