

<b>Official Job Title:</b> Administrative Assistant	<b>Duty Station:</b> Baghdad, IRAQ
<b>Adv. Number:</b> UNFPA/IRQ/18/04	<b>Position Number:</b> 00129487
<b>Current Grade:</b> SB2	<b>Duration:</b> One Year
<b>Contract Type:</b> Service Contract	<b>Date:</b> 17 April 2018

### **1. Organizational Location**

The Administrative Assistant is located in Iraq Country Office and reports to the Operations Specialist in Baghdad.

### **2. Job Purpose**

Under the overall guidance of the International Operations Manager and direct supervision of the Operations Specialist, 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.

### **3. Major Activities/Expected Results**

- Supports operational processes and procedures of the Country Office to facilitate programme/project delivery; provides support to operations team by coordinating and monitoring relevant business processes and procedures and activities, paying attention to detail and adhering to deadlines.
- Prepares and maintains records, documents and control plans for the monitoring of administrative and financial processes
- Keeps the operations team informed by providing relevant information, reports or status updates
- Organizes meetings for the operations team; initiates and coordinates preparation of agenda and necessary documentation for the meetings as well as workshops and conferences; acts as Secretary to the meetings
- Maintains filing system for operations team in accordance with established classification system
- Coordinates all travel related arrangements, including travel authorization, security clearance, processing relevant payments, booking tickets and hotels, obtaining visa, registration and hotel booking at destination, arranging transportation, settling F-10 claims and other related tasks.
- Develops tools and mechanisms for effective and efficient monitoring of travel plans and budgets, coordinate compilation of administrative and financial data in relation to travel and provide accurate and up-dated information to the Operations Specialist on a continuous basis.
- Coordinates logistics and management of the schedule for incoming missions and international meetings hosted by UNFPA Iraq, including the processing of VIP arrangements for high-level officials, and managing protocol requirements
- In coordination with the Personal Assistant of the Representative, arranges official receptions for the Country Office.
- Assists the operations team with sourcing of quotations for procured goods and services.
- Drafts routine correspondence
- Performs other tasks assigned by the supervisor

### **4. Work Relations**

The Administrative Assistant works in close collaboration with the Operations, Programme and projects staff in the CO and other UN agencies staff to exchange information and ensure consistent service delivery.

## 5. Job Requirements

### Education:

- Completed Secondary level education is required.
- Specialized certification in administrative field, is desirable, but not required

### Knowledge and Experience:

- 5 years of relevant experience in administration or programme support service.
- Experience in the usage of computers and office software packages (MS, Word, Excel, etc.)
- Experience in handling of web-based management systems.

### Values:

- Exemplifying integrity
- Demonstrating commitment to UNFPA and the UN System
- Embracing cultural diversity
- Embracing change

### 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

### Functional Skill Set:

- Managing the organization's financial resources
- Providing procurement services
- Ensuring facilities and assets management

### Languages:

- Fluency English and Arabic Required

## 6. How to apply

Interested Applicants of Iraqi nationality **only** should complete their Personal History (P.11) form, which can be downloaded from the.

[http://www.uniraq.org/index.php?option=com\\_k2&view=itemlist&layout=category&task=&id=&Itemid=625&lang=en](http://www.uniraq.org/index.php?option=com_k2&view=itemlist&layout=category&task=&id=&Itemid=625&lang=en).

Kindly forward your completed P11 to the email address [vacancy.iraq@unfpa.org](mailto:vacancy.iraq@unfpa.org) indicating the Vacancy Number and the Post Title in the e-mail's subject, before the deadline of **27 April 2018**.