



VACANCY ANNOUNCEMENT

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

Kindly forward your completed P11 to the email address 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**.