



Administrative Assistant

Job title:	Administrative Assistant
Level:	GS-5
Position Number:	00176093
Location:	Erbil, Iraq
Full/Part time:	Full-Time
Fixed term/Temporary:	Fixed Term
Rotational/Non-Rotational:	Non-Rotational
Duration:	One year (renewable)

The Position:

The Administrative Assistant delivers quality services in HR, administration and finance to internal and external clients. The Administrative Assistant promotes a client, quality and results-oriented approach.

You will report to the Administrative Associate (Operations) and supervise support staff.

How you can make a difference:

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's new strategic plan (2022-2025), focuses on three transformative results: (a) ending the unmet need for family planning; (b) ending preventable maternal deaths; and (c) ending gender-based violence and harmful practices, including female genital mutilation and child, early and forced marriage.

In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results; we need staff who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

Job Purpose:

You support the effective management of UNFPA programme activities in Iraq Country Office in the areas of population and development, reproductive health and gender.

You will demonstrate a client-oriented, results-focused approach to interpreting the rules, procedures and guidelines in relation to human resources, administration and finance, while providing support and guidance to the Iraq Country Office and UNFPA-supported projects.



You would be responsible for:

Providing support to the operational aspects of programme/project inputs, including personnel, sub-contracts, equipment, fellowships and other programme and project-related events to facilitate programme/ project delivery, focusing on achievement of the following results:

- Full compliance of records and reports with UN rules, regulations, UNFPA policies, procedures and strategies; effective implementation of the internal control framework.
- Supporting best practice HR approaches including leave monitor duties.
- Supporting Country Office procurement processes including raising requisitions and following up with vendors.
- Providing inputs to the Country Office administrative business processes mapping and implementation of the internal standard operating procedures (SOPs).
- Compiling and preparing briefing and presentation materials, speeches, background information and documentation for meetings and missions.
- Providing translation services to the Country Office of simple correspondences, when needed.
- Supporting training key personnel in the effective use of established systems – Atlas, etc.
- Providing support in preparing material for activities relating to common services and premises, cost recovery, privileges and immunities, entitlement and salary surveys, security etc.
- Supporting arrangements of travel and hotel reservations, preparation of travel authorizations, processing requests for visas, identity cards and other documents.
- Providing administrative support to conferences, workshops, retreats, etc.
- Supervising the Head of driver in the provision of vehicle transportation services, regular vehicle maintenance and insurance, including checking vehicle daily log and all required vehicle documents.
- Managing office stationery supplies including maintenance of stock list of stationery, distribution of stationery as required by staff and keeping a log of distribution.
- Maintaining the filing system ensuring safekeeping of confidential materials.



- Maintaining up-to-date inventory and records by ensuring proper control of Iraq Country Office Assets by preparing of inventory reports and implementing inventory and physical verification control in the Country Office and projects.

Qualifications and Experience:

Education:

Completed Secondary Level Education required. First level university degree desirable.

Knowledge and Experience:

- Five years of relevant experience in administration, finance or office management.
- Proficiency in current office software applications and corporate IT systems.

Languages:

Fluency in English; knowledge of other official UN languages, preferably Arabic, is desirable.

Required Competencies:

<p>Values:</p> <ul style="list-style-type: none"> • Exemplifying integrity, • Demonstrating commitment to UNFPA and the UN system, • Embracing cultural diversity, • Embracing change 	<p>Functional Competencies:</p> <ul style="list-style-type: none"> • Providing logistical support • Managing data • Managing documents, correspondence and reports • Managing information and work flow • Planning, organising and multitasking • Supporting financial data analysis
<p>Core Competencies:</p> <ul style="list-style-type: none"> • Achieving results, • Being accountable, • Developing and applying professional expertise/business acumen, • Thinking analytically and strategically, • Working in teams/managing ourselves and our relationships, • Communicating for impact 	<p>Managerial Competencies:</p> <ul style="list-style-type: none"> • Providing strategic focus, • Engaging in internal/external partners and stakeholders, • Leading, developing and empowering people, creating a culture of performance • Making decisions and exercising judgment

Compensation and Benefits:



This position offers an attractive remuneration package including a competitive net salary plus health insurance and other benefits as applicable.

Disclaimer:

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Fraudulent notices, letters or offers may be submitted to the UNFPA fraud hotline <http://www.unfpa.org/help/hotline.cfm>

In accordance with the Staff Regulations and 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, may be required to renounce such status upon their appointment.

Workforce diversity:

UNFPA is committed to achieving diversity within its workforce, and encourages all qualified applicants, irrespective of gender, nationality, disabilities, sexual orientation, culture, religious and ethnic backgrounds to apply. All applications will be treated in the strictest confidence.