



JOB DESCRIPTION

POST NUMBER: 00032834

CLOSING DATE: 12 August 2018

POST TITLE: Administrative Assistant

CATEGORY: GS-5, Fixed Term Appointment (FTA)

POST TYPE: Non-Rotational

DUTY STATION: Istanbul, Turkey

DURATION: One year initially

ORGANIZATIONAL UNIT: UNFPA, Eastern Europe and Central Asia Regional Office (EECARO)

1. Organizational Location

The Administrative Assistant position is located in the Regional office (RO). Under the direct guidance and supervision of the International Operations Manager, and as a member of the operations team, the Administrative Assistant provides administrative and financial support to the office, maintaining full confidentiality in all aspects of assignment, maintenance of protocol procedures, information flow and follow up on deadlines and commitments made.

2. Job Purpose

The Administrative Assistant provides administrative and financial support to Eastern Europe and Central Asia Regional Office.

3. Major Activities/Expected Results

- Handle travel arrangements for office personnel, as well as for staff on Detail Assignment and missions to RO, including arrangement of visa, accommodation and transportation including arrangement of visa, accommodation and transportation.
- Performs duties of the Leave Monitor for office staff and ensure timely corrective action in Atlas, if required.
- Provide assistance to IOM and Administrative Finance Associate on procurement, administrative tasks related to the premises, daily office operations, and any required logistical support for newcomers.
- Handles office pouch, mailing system and customs clearances for shipments.
- Acts as a Buyer in ATLAS to process Purchase Orders.
- Provides assistance in ensuring logistics for UNFPA organized office activities.

- Liaises with relevant MOFA departments and other state entities to obtain relevant clearances, accreditation, permissions etc. in relation to RO premises and staff.
- Act as Focal Point for Global Directory for the RO.
- Assists Administrative/Finance Associate in maintaining assets in Atlas, issuance of assets to staff, regular clean-up of Asset Dashboard.
- Arrange building access for visitors, respond to routine requests for information.
- Translates and drafts letters, memos and other documents, as well as provide oral translation as needed.
- Ensure quality and completeness of filing of administrative documents.
- Acts as Alternate Petty Cash Custodian.
- Act as a Focal Point for all communication with office building management and all premises related issues.
- Acts as custodian for office stationery supplies including maintenance of stock list of stationery, distribution of stationery as required by staff.
- Undertakes other tasks as may be assigned by his/her supervisor.

4. **Work Relations**

The Administrative Assistant works with and provides support to the members of the Regional Office, both programme and operations. Contacts with staff and other personnel to promote achievement of common goals and shared objectives and demonstrate personal commitment to UNFPA's mandate and organizational vision.

5. **Job Requirements**

Education:

Completed secondary level education with additional course work in public administration, finance or economics. First level university degree desirable.

Knowledge and Experience:

- 5 years of previous relevant experience in secretarial/administrative functions;
- Some experience in research assistance;
- Previous experience in the UN is an asset;
- Knowledge of protocol;
- Strong interpersonal and organizational skills;
- Computer literacy – Word, Excel, Power-point;
- Knowledge of Atlas/PeopleSoft or other ERP system is an asset;
- Good writing and communication skills.

Values:

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

i) Core Competencies:

- 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

ii) Functional Skill Set:

- Providing logistical support
- Managing data
- Managing documents, correspondence and reports
- Managing information and work flow
- Planning, organizing and multitasking

Languages: Fluency in oral and written English and Turkish languages. Working knowledge of another official UN language is desirable.

HOW TO APPLY:

Interested candidates must submit their applications to the above position online through the website <https://erecruit.partneragencies.org> under Job opening ID: 17676 - National Post, Administrative Assistant GS5, EECARO Istanbul, Turkey by 12 August 2018.

SPECIAL NOTE:

Please note that applicants applying for UNFPA General Service posts located in Istanbul must have a valid Residence Permit or Turkish Permanent Residency Citizenship. Applicants must pass a written substantive assessment and competency-based interview in order to be eligible to be appointed against the post. We will only be able to respond to those applicants in written 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.

UNFPA provides a work environment that reflects the values of gender equality, teamwork, Embracing diversity in all its forms, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply. UNFPA promotes equal opportunities for all including persons with disabilities.