



## EECARO Administrative Assistant (Service Contract)

<b>Job title:</b>	<b>Administrative Assistant</b>
<b>Type of Contract:</b>	<b>Service Contract</b>
<b>Band/Level:</b>	<b>SB3/SC5</b>
<b>Position Number:</b>	<b>00137753</b>
<b>Location:</b>	<b>Istanbul, Turkey</b>
<b>Full/Part time:</b>	<b>Full-Time</b>
<b>Rotational/Non Rotational:</b>	<b>Non-Rotational</b>
<b>Duration:</b>	<b>1 year initially, with possibility for extension</b>

### **The Position:**

The Administrative Assistant (Service Contract) position is located in the UNFPA Regional office for Eastern Europe and Central Asia (EECARO). Under the direct guidance and supervision of the International Operations Manager (IOM), and as a member of the operations team, the Administrative Assistant (Service Contract) 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.

### **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 (2018-2021), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

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:**

In a global organization, where many of our people are based in challenging environments, the Administrative Assistant (Service Contract) will provide administrative and financial support to UNFPA Eastern Europe and Central Asia Regional Office.

### **The Administrative Assistant (Service Contract) is responsible for:**

- Ensure logistics related to the travel of UNFPA EECARO staff and external visitors, including air ticket purchase, obtain the quotes from the travel agency to identify the most direct and cost effective options; and calculation of travel entitlements;
- Provide support on visa issuance for staff travels;



- Handle daily courier service requests for incoming and outgoing packages/envelopes;
- Raise Requisitions in ATLAS to process various transactions;
- Translate and draft letters, memos and other documents, as well as provide oral translation as needed;
- Ensure quality and completeness of filing of administrative documents under assigned areas of responsibility;
- Assist to Administrative/Finance Associate with filing of financial documents;
- Act as custodian for office stationery supplies including maintenance of stock list of stationery, distribution of stationery as required by staff;
- Manage on a regular basis the Dashboard for office cell phones usage and in close collaboration with ICT Specialist follow-up on recovery from staff for personal usage of office mobile phones;
- Manage on a regular basis the Dashboard for travel claims (F10 forms) and in close collaboration with Admin/Finance Associate follow up with staff on pending travel claims;
- Escort a/c maintenance staff during monthly maintenance of a/c system. Liaise with company for ad-hoc requests if there is any problem with a/c system. Submit to Admin/Finance Associate the invoices together with Payment Checklist forms and related documents;
- Ensure replenishment of drinking water supply and submit to Admin/Finance Associate the Request for Procurement, Payment Checklist and Water Consumption report, which indicates the emergency reserves and office usages;
- Prepare and submit to Admin/Finance Associate the invoices for the office cleaning services together with Payment Checklist forms;
- Prepare and submit to Admin/Finance Associate the invoices for the office car maintenance and car washing together with Payment Checklist and related documents.
- Undertake other tasks as may be assigned by his/her supervisor.

### **Qualifications and Experience**

#### **Education:**

- Completed secondary level education.
- First level University Degree is desirable.

#### **Knowledge and Experience:**

- Five years of previous relevant experience in administrative functions.
- Previous experience in the UN is an asset;
- 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.

#### **Languages:**



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

### Required Competencies

<b>Values:</b> <ul style="list-style-type: none"><li>• Exemplifying integrity,</li><li>• Demonstrating commitment to UNFPA and the UN system,</li><li>• Embracing cultural diversity,</li><li>• Embracing change</li></ul>	<b>Functional Competencies:</b> <ul style="list-style-type: none"><li>• Logistical support.</li><li>• Managing data, documents, correspondence and reports.</li><li>• Managing information and workflow.</li><li>• Planning, organizing and multitasking.</li></ul>
<b>Core Competencies:</b> <ul style="list-style-type: none"><li>• Achieving results,</li><li>• Being accountable,</li><li>• Developing and applying professional expertise/business acumen,</li><li>• Thinking analytically and strategically,</li><li>• Working in teams/managing ourselves and our relationships,</li><li>• Communicating for impact</li></ul>	

### 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: 20477 - NATIONAL POST: Administrative Assistant (Service Contract) by 10 February 2019.

### 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: 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 does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Should you have received a solicitation for the payment of a fee, please disregard it. Furthermore, please note that emblems, logos, names and addresses are easily copied and reproduced. Therefore, you are advised to apply particular care when submitting personal information on the web. Should you feel that you have received a fraudulent notice, letter or offer that makes use of the name or logo of UNFPA, you may submit a report through the UNFPA fraud hotline <http://www.unfpa.org/help/hotline.cfm>

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.