UNFPA EECARO Administrative Assistant (GS5)

Job title: Administrative Assistant
Level: GS5
Position Number: 00032834
Location: Istanbul, Turkey
Full/Part time: Full-Time
Fixed term/Temporary: Fixed term
Rotational/Non Rotational: Non-Rotational
Duration: 1 year initially

The Position:

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

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, you will provide administrative and financial support to UNFPA Regional Office for Eastern Europe and Central Asia.

As an Administrative Assistant, you will have the responsibility to:

- Handle travel arrangements for UNFPA EECARO staff, as well as for staff on Detail Assignment and missions to RO, including obtain the quotes from the travel agency to identify the most direct and cost effective options, air ticket purchase and
calculation of travel entitlements;

- Provide support on visa issuance for staff travels;
- Manage on a regular basis the Dashboard for travel claims (F10 forms) and in close collaboration with Finance Associate follow up with staff on pending travel claims.
- Perform duties of the Leave Monitor for office staff and ensure timely corrective action in Atlas, if required.
- Provide assistance to IOM and Administrative Associate on procurement, administrative tasks related to the premises, daily office operations, and any required logistical support for newcomers.
- Act as a Buyer in ATLAS to process Purchase Orders.
- Provide assistance in ensuring logistics for UNFPA organized office activities.
- Liaise with relevant MOFA departments and other state entities to obtain relevant clearances, accreditation, permissions etc. in relation to RO premises and staff.
- Assist Administrative 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.
- 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.
- Act as a Focal Point for all communication with office building management and all premises related issues.
- Act as a back-up for the Admin Assistant (SC) position and for selected duties to Administrative Associate.
- 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 previous relevant experience in administrative, procurement/contracts management functions.
- Previous experience in the UN is an asset;
- Knowledge of protocol 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

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<tr>
<th>Values:</th>
<th>Functional Competencies:</th>
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<tr>
<td>• Exemplifying integrity,</td>
<td>• Providing logistical support.</td>
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<td>• Demonstrating commitment to UNFPA and the UN system,</td>
<td>• Managing data, documents, correspondence and reports.</td>
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<td>• Embracing cultural diversity,</td>
<td>• Managing information and workflow.</td>
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<td>• Embracing change</td>
<td>• Planning, organizing and multitasking.</td>
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### 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

### HOW TO APPLY:

Interested candidates must submit their applications to the above position online through the website [https://erecruit.partneragencies.org](https://erecruit.partneragencies.org) under Job opening ID: 28601 - NATIONAL POST: Administrative Assistant GS5 by 23 February 2020.

### 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.

WARNING TO APPLICANTS: 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

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.