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| **Job Description** | | |
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The PA provides senior level communications, administrative and secretarial support, maintaining full confidentiality in all aspects of assignment, maintenance of protocol procedures, information flow and follow-up on deadlines and commitments made.  The PA also provides organizational functions to the CO in terms of: providing effective communications support; ensuring facilitation of knowledge building and management; providing logistical support; and coordinating the secretarial services.  ----------------------------------------------------------------------------------------------- | |  | **Main Tasks&Responsibilities** | |  | ·        Ensures optimal communication flows between the Representative and the staff of the CO, as well as external counterparts, through effective use of written, verbal and electronic communication.    ·        Logs and routes incoming documents from the Representative to the CO staff for action; reviews and ensures conformity to UNFPA’s guidelines and procedures of all outgoing correspondences and submits for the Representative’s signature.    ·        Drafts non-substantive correspondence, takes dictations and types correspondence, documents and reports ensuring that spelling, punctuation, and format are correct; and in consultation with other CO personnel responds to requests for information, which may be of a confidential nature, in a timely, discrete and accurate manner.    ·        Researches files, collects requested information, and organizes material to meet the Representative’s needs. This includes preparation of information and/ or briefs, summaries and background documentation required by the Representative for all official missions and special meetings.    ·        Assembles briefing materials and prepares powerpoints and other presentations including computer generated visuals such as graphs. Undertakes logistical administrative, and financial arrangements in consultation with the Operations Manager/ Operations Specialist, for meetings and workshops organized by the Representative’s Office.    ·        Sets up and monitors the filing system and a follow-up system for the CO. Organizes and maintains the filing system for the Representative’s Office. Maintains up-to-date electronic mailing lists.    ·        Briefs and trains new secretaries, gives guidance to other secretaries on office procedures and coordinates the secretarial services of the CO, distributing special assignments to the secretaries.    ·        Responsible for protocol matters. Manages the Representative’s calendar and schedule of appointments and meetings. Receives high-ranking visitors/officials. Takes minutes and/ or notes as required, and answers and screens calls with tact and discretion.    ·        Makes travel arrangements for the Representative. Monitors the budget of the Representative’s Office, sets up and manages administrative files on the Representative’s mission travel, mission reports, administers’ the Representative’s leave attendance, and coordinates the preparation and updating of the Representative’s travel plans.    ·        Assists in the preparation and finalization of the CO Office Management Plan. Prepares information translations, and may act as interpreter as required.  ----------------------------------------------------------------------------------------------- | |  | **Qualifications and Experience** | |  | **Education:**    Completed Secondary Level Education required. First level university degree desirable.    **Knowledge and Experience:**    ·        Six years of relevant experience in administration.  ·        Some experience in research assistance.  ·        Strong interpersonal and organizational skills.  ·        Proficiency in current office software applications and corporate IT financial systems.  ·        Good written and verbal communication skills.  ----------------------------------------------------------------------------------------------- | |  | **RequiredCompetencies** | |  | **Values:**  ·        Exemplifying integrity  ·        Demonstrating commitment to UNFPA and the UN system  ·        Embracing cultural diversity  ·        Embracing change    **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    **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 English is required. Depending on the duty station, a working knowledge of another UN language such as French, Spanish, Arabic, Chinese or Russian may be required.  ----------------------------------------------------------------------------------------------- | |  | **UNFPA Work Environment** | |  | 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. ----------------------------------------------------------------------------------------------- | |  | |  | | |  |  |  |