

Job Description: Administrative Assistant/Secretary (Tamale)

Organisation:	United Nations Population Fund (UNFPA)
Post Title:	Administrative Assistant/Secretary
Type of Contract:	Fixed-Term
Level:	ICS 4 (GS 4)
Duty Station:	Tamale
Position:	78418

Organizational Context:

Under the overall supervision of the Representative and direct supervision of the Programme Specialist, the Administration Assistant/Secretary provides overall administrative and secretarial support to the entire Tamale Decentralised Office (DO). He/she develops, implements and maintains administrative processes and systems including the registry, record keeping, travel logistics, meetings, and internal communication.

Main Tasks and Responsibilities:

Administrative Support

- Provides overall administrative and secretarial support to the Tamale DO.
- Screens and logs incoming correspondence and distributes to the relevant staff. Reviews correspondence and follows up on urgent and important responses. Drafts responses to correspondences when appropriate.
- Schedules meetings for the Programme Specialist and maintains his/her calendar.
- Drafts and types routine correspondence, reports, briefs, and other documentation. Assists in the preparation of legal documents such as LoUs and MoUs.
- Maintains a central filing system for the Tamale DO in accordance with established classification systems. Files all correspondence in the programmes unit. Updates inventory of files in the DO and informs staff members accordingly.
- Makes use of relevant automated office management systems for effective functioning of the programme unit.
- Prepares all outgoing correspondence for dispatch and monitors their deliveries.

Programme Support:

- Supports the drafting and finalisation of CPs, CPAP, AWP and budgets.
- Responds to calls and other requests from IPs, government agencies, UN agencies, etc. Where technical assistance is needed, all calls are referred to the focal points.
- Supports and participates in the organisation of population-related events (such as WPD). Prepares invitations to UNFPA events to all relevant attendees (government agencies, ministries, departments, NGOs, CSO and other implementing agencies).
- Organizes and provides logistical support to meetings, conferences and workshops for the programme unit and implementing agencies; initiates and coordinates the preparation of the agenda and necessary documentation; and provides secretarial support during the meetings, conferences and workshops (such as minute taking).
- Maintains the Tamale DO chrono-file.
- Distributes UNFPA publications and visibility items.
- Assists with the procurement process by fulfilling the “buyer” function in Atlas.

People Management & Leadership:

- Coaches new staff in the Tamale DO on day-to-day administrative procedures in the office.

- Monitors staff attendance; and ensures the timely communication of staff absences in the office to management.
- Participates in Learning Afternoon sessions.
- Exchanges relevant information and maintains an open line of communication with colleagues and his/her supervisor.
- Actively participates in DO team meetings.

Other:

- When appropriate, undertakes other related duties assigned by the supervisor and/or Representative.

Required Competencies:

Functional competencies:

- Business acumen.
- Implementing management systems.
- Client orientation.

Core Competencies:

- Values: Integrity/Commitment to mandate, Knowledge sharing/Continuous learning, Valuing diversity.
- Managing Relationships: Working in teams, Communicating information and ideas, Conflict and self-management.
- Working with people: Empowerment/Developing people/Performance management.
- Personal Leadership and Effectiveness: Strategic and analytical thinking, Results orientation/Commitment to excellence, Appropriate and transparent decision making.

Job Requirements:

Academic Requirements:

- Diploma or equivalent in secretarial studies, administration or any other relevant field.

Experience:

- Minimum of 4 years of relevant work experience in a similar position in a public or private sector organisation.
- Knowledge of the United Nations systems and procedures would be an advantage.

Languages:

- Fluency in oral and written English.

Computer Skills:

- Expertise in current office software applications.
- Proficiency in PeopleSoft, and other computerized applications used by the UN.

Applications and interest letter to be addressed to the Representative at: ghana.office@unfpa.org

Deadline for applications; 11th March, 2013

Completion of United Nations Personal History form (P11) is mandatory, no resume is required.

Interest Letter to indicate position applied for.