



Job title:	Admin Assistant to the Programme Unit
Level:	GS-5
Position Number:	
Location:	Tehran, Iran
Full/Part time:	Full-Time
Contract Type:	Individual Contract (IC)
Duration:	3 months

UNFPA is seeking to recruit an Admin Assistant for three months in order to provide support to UNFPA office and particularly to the programme unit.

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.

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.

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.

Job Purpose:

Under the direct supervision of the Assistant Representative, the incumbent will work closely with present Programme Assistant and other members of Programme Unit to:

1. Provide administrative assistance to the Programme Unit. More specifically she/he will:
 - Draft programme related correspondences; maintain filing system of programme related correspondences.
 - Translate programme related documents as required.
 - Arrange timely organization of and logistical coordination and support to programme meetings, workshops, and other events as required.
 - Prepare minutes of above meetings.
2. Act as Travel Focal Point for UNFPA Country Office and make travel arrangements for staff, counterparts and consultants



- Provide programme officers with cost estimation for travels for the purpose of preparation of annual WPs.
 - Obtain visas and prepare note verbal for both incoming and outgoing missions.
 - Arrange and reserve tickets and accommodation for both incoming and outgoing missions as necessary.
 - Follow-up with travelers to receive their F10 forms and check the forms to make sure all required supporting documents are attached.
 - Calculate DSA and complete necessary documentation.
 - Prepare the insurance letters to be signed by counterparts before travel.
 - Provide logistical support and assistance to the incoming delegation.
 - Keep the list of travels updated for reporting purposes.
 - Prepare the welcome letter for incoming missions.
 - Make required coordination between finance and travel agencies to ensure all official and personal payments have been processed.
3. Compile information and update the office database.

Qualifications and Experience:

Education:

Minimum of bachelor's degree.

Knowledge and Experience:

- At least 2 years of experience in clerical or administrative work, preferably in the area of development

Languages:

- Fluency in written and spoken English and Farsi
- Fluency in use of Microsoft Office applications.

Required Competencies:

**Values:**

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

Functional Competencies:

- Implementing management systems
- Innovation and marketing of new approaches
- Client orientation
- Organizational awareness

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

Disclaimer:

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Fraudulent notices, letters or offers may be submitted to the UNFPA fraud hotline <http://www.unfpa.org/help/hotline.cfm>

In accordance with the Staff Regulations and Rules of the United Nations, persons applying to posts in the international Professional category, who hold permanent resident status in a country other than their country of nationality, may be required to renounce such status upon their appointment.

HOW TO APPLY:

Applicants with the required qualifications and experience should submit a copy of curriculum vitae (CV) and motivation letter to UNFPA registry at iran.office@unfpa.org

Closing Date: 5 October 2019 (5 PM Tehran Time)