

Title:	Program Administrative Assistant
Domain:	Education
Grade:	SB3
Organizational Unit:	UNESCO Harare, Regional Office for Southern Africa
Duty Station:	Mbabane, Kingdom of Eswatini
Type of contract:	Service Contract
Duration of Contract:	One year with possibility of extension depending on availability of funds and performance
Deadline (midnight, Harare time):	30 October 2019
Application to be sent to:	vacancies.harare@unesco.org (UNESCO CV Form to be used. Click here to access UNESCO CV form)
	ONLY NATIONALS OF KINGDOM OF ESWATINI ARE ELIGIBLE TO APPLY FOR THIS POSITION

UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

Overview of the functions of the post

Under the overall authority of the Regional Director, ROSA, and the direct supervision of the Regional Advisor (HIV and Health Education), and National Project Officers, the incumbent will provide administrative support to the Kingdom of Eswatini Antenna Office in line with UNESCO's HIV and Health Education Portfolio specifically, the "Our Rights, Our Lives, Our Future" (O3) Programme. The role will be conducted in close collaboration with the UNESCO Regional Office in Harare, Zimbabwe. The incumbent is expected to exercise full compliance with UNESCO programming, financial, procurement and administrative rules, regulations, policies and strategies, as well as implementation of the effective internal control systems.

The incumbent will specifically;

- Support the National Project Officers administratively in projects and programs targeted to scale up UNESCO's work in ensuring quality delivery of comprehensive sexuality education in Kingdom of Eswatini
- Coordinate and prepare documents necessary for the launch of procurement processes and issue contracts;
- Assume responsibility for the coordination of project related administrative matters specifically through the provision of logistical arrangements for all meetings, workshops and courses in connection with the project;
- Establish and maintain an organized filing system for all financial and administrative related project issues in particular the creation of databases for in country partners, consultancies and service providers;
- Provide advice to the team on financial and administrative issues;
- Assist the Kingdom of Eswatini HIV and Health Education team in the design of project specific material pertaining to management and financial issues in support of project implementation
- Provide support on all administrative matters concerning the project including travel plans, travel authorization, monitoring of travel budgets and hiring of consultants liaising with appropriate units
- Ensure timely narrative and financial reporting on funds disbursed from the Regional Office in line with UNESCO Financial Rules and Regulations.
- Maintain adequate administrative records and contribute to the smooth running of the office by ensuring the provision and maintenance of office equipment, inventory of physical assets

Competencies

A successful candidate will be required to demonstrate the following competencies:

- Accountability
- Communication
- Teamwork

- Innovation
- Results focus
- Planning and organizing
- Knowledge sharing and continuous improvement
- For detailed information please consult the UNESCO Competency Framework

Required Educational Qualifications

- Post-Secondary education
- An undergraduate degree will be considered as an added advantage.

Work Experience

- At least two years of relevant work experience.
- Significant technical expertise and experience in preparing financial budgets and reconciliations, and present them in a meaningful manner

Skills and competencies

- Experience and understanding of the country and a clear understanding of development work and of the education sector;
- **Exceptional skills in the provision of administrative support**
- A track record to manage budgets and report on expenditure
- Excellent organizational, networking and partnership building skills, tact and discretion;
- Strong strategic and analytical skills;
- Embraces extra responsibility.
- Build team morale & consensus
- Develops creative solutions.
- Ability to handle multiple tasks

Languages

- Fluency (oral and written) in English and Siswati

Assessment

An oral interview will be conducted. Written test **may** be used in addition to the oral interview for the evaluation of shortlisted candidates.

How to apply

To apply, please send your application directly by email to vacancies.harare@unesco.org with Eswatini Program Administrative Assistant in subject line. Application files will have to reach UNESCO Harare on or before 30 October 2019 (Midnight Harare time).

Please note that only shortlisted candidates will be contacted.

Benefits and entitlements

UNESCO's salaries are denominated in Local Currency.

Please note that UNESCO is a non-smoking Organization.

*UNESCO is committed to promoting geographical distribution and gender equality within its Secretariat. Therefore, women candidates are strongly encouraged to apply, as are nationals from non- and under-represented Member States. Persons with disabilities equally are encouraged to apply. Worldwide mobility is required as staff members must be ready to serve in other duty stations in accordance with UNESCO's geographical mobility policy. UNESCO applies a zero tolerance policy against all forms of harassment. **UNESCO DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS.***