Title: Senior Administrative Assistant
Domain: Finance and Administrative Platform (FAP)
Grade: G-7
Organizational Unit: UNESCO Offices for Iraq and Amman
Primary Location: Baghdad - Iraq
Type of Contract: Project Appointment
Position No.: 5IQBFM0002PA
Annual Salary: 30,580 USD Per Annum
Duration: One Year
Deadline: 11/05/2017
Application to be sent to: recruitment.bag@unesco.org

OVERVIEW OF THE FUNCTIONS OF THE POSITION

The function of the Senior Administrative Assistant is established within UNESCO Office for Iraq in order to ensure delivery of timely and well-planned administrative support for UNESCO projects and operations in Iraq in an effective and efficient manner and within all legislative, policy and procedural guidelines. The incumbent provides administrative support under the direct supervision of the Chief of Finance and Administrative Platform (Chief of FAP) of the UNESCO Office for Iraq and under the overall authority of the Director of the UNESCO Office for Iraq.

The incumbent will carry out the following tasks and responsibilities in diligent manner in order to ensure achievement of task purposes and outcomes:

A. General Administrative Support

Supporting and prioritizing requests for administrative support in order to plan the workload of the Administrative Platform to ensure that activities of the Chief of FAP are supported and administrative services are provided in a sustainable way in Iraq. This includes:

1) Supports the Platform and Project staff to ensure that different needs of UNESCO Office for Iraq is well-planned and fully-met including the coordination and the provision of a range of services such as facilities management, petty cash, personnel attendance, travel, protocol, procurement and logistics;

2) Briefs staff about general administrative matters and practices and contributes in supporting UNESCO’s operations in Iraq; including providing guidance and interpretation on administrative rules, regulations and procedures as well as assisting in the training, briefing and welcoming of newly recruited personnel;

3) Coordinates, supervises and oversees the work of the lower-level administrative staff/workforce providing continuous guidelines, support and directives for the execution of work, reviews and evaluates the work of supervised personnel as well as supervises the tasks of the technical support agent(s)/suppliers;

4) Plays an active role in the preparation of the UNESCO’s events and workshops conducted in Iraq (i.e. hotel quotations, bookings, logistical support, accommodations, venue set up, transport arrangements, ICT set up, etc.) against the established rules and procedures;

5) Assists the Chief of FAP in evaluating the effectiveness of the level and quality of support provided by the Administrative Platform by updating processes and procedures accordingly including
maintains an overview of activities across UNESCO Office for Iraq in Baghdad and Erbil at all times to ensure effective use of resources;
6) Maintains proper inventory, filing and recording systems within UNESCO Offices for Iraq in Baghdad and Erbil;
7) Ensures that assets of the organization are safeguarded at all times;
8) Shares information and knowledge and enabling cooperative working across teams;
9) Provides support in documents translation and/or interpretation services, as appropriate;
10) Represents UNESCO Office for Iraq in the Country’s Operations Management Team (OMT) and SMT in Baghdad when required;

B. Support to Human Resources
1) Reports staff attendance working for UNESCO Office for Iraq to the HR Unit in the FAP;
2) Coordinates support for the recruitment (vacancies announcement, interview arrangements, liaison with UN agencies and organizations, reference checks etc.), selection and training of staff and contingent workforce, including evaluation and screening applications of such candidates;
3) Provides briefing and de-briefing to staff and consultants including answering queries on personnel;
4) Follows up on coming HR actions and oversee maintenance, update and clean-up of database;

C. Travel and Protocol
1) Provides direct assistance on all protocol matters with the (MOFA) and other local authorities in Iraq (and Jordan when required) including preparation of letters for residency Permits and UNAMI Badge extensions for all staff in Iraq;
2) Arranges protocol formalities related to official accreditation and certain privileges, immunity and exemptions (visa, residence permits, sales tax/ VAT exemption and withholding taxes, importation of vehicle, communication equipment, personal effects, etc.) as applicable to UNESCO Office for Iraq;
3) Coordinates travel and transportation services in Baghdad, including the management and maintenance of UNESCO’s light and armoured vehicles including reporting and recommending solutions to rectify any major issues, to ensure the provision of a safe and comfortable working environment for UNESCO staff in Iraq;
4) Maintains contacts with different government entities, embassies, UN organizations working in Iraq and other representatives to support various aspects related to operations of UNESCO Office for Iraq and ensure compliance with local rules and regulations;
5) Supports the office staff in the event of urgent deployment to crisis areas;
6) When required; acts as a floater and gives surge support to the Director of UNESCO Office for Iraq and key staff in the Office (e.g. unplanned absence, major crisis, office opening, expansion, etc.).

D. Support to Procurement
1) Supports the Procurement Unit within the Platform in conducting market research and presents information from a variety of internal and external sources of supply and vendors by commodity, etc., including obtaining specifications for new products and equipment on the market;
2) Prepares requisitions for service, supplies and equipment locally to support the operations of UNESCO Offices in Iraq and arranges for control of distribution of supplies, maintains appropriate inventory records and ensures payments are processed and provides information to projects personnel on invoicing and payment issues;
3) Resolves issues/problems related to shipping and delivery of goods, including discrepancies between purchase orders and items/quantities shipped or received.

UNESCO DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS.
4) Follows-up the customs clearance management for all UNESCO’s imported materials and equipment to Iraq through air, sea and land ports in Iraq;
5) Prepares statistical tables and standard reports;
6) Supports the Procurement Unit in maintaining relevant internal databases and files and keeps track of contracts and Agreements/ MoU established between UNESCO Offices for Iraq and other UN Agencies such as UNAMI/UNDP etc.;
7) Brief/debrief staff on issues relating to procurement transactions.

E. Safety and Security
To supervise the Security Assistant on regular basis to ensure the following tasks are performed in a responsive and resulting manner:
1) Establishes and maintains a warden system and keeps updated information related to UNESCO offices and residences;
2) Coordinates with both UNESCO security wardens and UNAMI/SSI in Baghdad, Iraq;
3) Staff briefings and training on Iraq and missions, security clearance, awareness and preparedness including TRIP;
4) Acts as security liaison for regular movements in Iraq (red/orange zones) and prepares/coordinates respective mission security clearance requests and follows up on them with UNAMI SSI. Activities include:
   - Issuance of IZ Badge and any other badges/identifications as advised by UNAMI SSI requests and renewals;
   - Submits mission requests and amendments;
   - Follow up on flights schedules (UNAMI and Commercial) and accommodation (UN Compound and Hotels);
   - Prepares and follows up on all Orange/Red Zone movements documents;
   - Provide Finance sector with monthly reports regarding missions payments for flights and accommodations;
   - Provides UNAMI with reports regarding missions payments for flights and accommodations up on request;
   - Weekly update regarding staff missions in Iraq;
5) Assists in maintaining and implementing the UN Security Plan, including updating staff lists;
6) Assists in reporting and updating security incidents affecting UN staff, offices, and assets;
7) Liaises security operations with UNAMI and other agency security focal points.

F. Information Technology
1) Provides support to the different ICT service in Baghdad office such as: installation, periodic maintenance for printers, follow up with UNAMI ICTS any problem in office ICT Infrastructure;
2) Liaises with UNAMI and private service providers on internet connectivity and efficiency to ensure reliable internet connectivity and minimum outage of service;
3) Works with UNESCO Iraq Office’s ICT team to ensure ongoing use of cost-effective means for communications within established systems and applications in UNESCO.

G. Additional activities that may be required to ensure the success of the work team.

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**REQUIRED QUALIFICATIONS**

**EDUCATION**

- Secondary school education is required; A First university degree in Business Administration, Public Administration or Information Technology is desirable.
**Work Experience**

- 7 to 10 years of relevant experience in administration or programme support service;
- Specialized knowledge of the application of common administrative processes, procedures and systems used in area of work, gained through technical training and work experience;
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.). Experience in handling of web-based management systems.

**Skills/Competencies**

- Good communication skills in order to provide specialized administrative support to a wide range of Individuals;
- Ability to analyse and interpret financial data and monitor budgets;
- Ability to proactively identify and recommend areas for improvement to the design and delivery of specialized services;
- Ability to build relationships with a variety of individuals across functions.
- Experience in coordinating the work of others and self and training and supporting others;
- Ability to maintain confidentiality;
- Client Orientation and result-orientation
- Promoting Accountability and Results-Based Management
- Promoting Organizational Change and Development

**Languages**

- Excellent command in both Arabic and English

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**Benefits and Entitlements**

UNESCO's salaries are calculated in US Dollars. Benefits include 30 days annual leave, pension plan and medical insurance. For this position, the annual remuneration in local currency will start from **30,580 USD** per annum at the G-7 Step 01 exempt from income tax; more details on the ICSC Web site.

The initial appointment, which is 12 months, includes a probationary period of 6 months, and is renewable **subject to satisfactory service and funding availability**.

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**How to Apply**

Interested candidates should complete the attached United Nations Personal History form (P.11) with a covering letter in English explaining their interest in the position and forward it electronically to the following e-mail address: recruitment.bag@unesco.org

Please indicate the position and vacancy number you are applying for. Incomplete P.11s will not be processed.

Applications can also be received via fax only if internet access is not available to apply online. A completed official UNESCO CV form (available from the UNESCO home page) should be sent to fax number: +962 6 5902350.

Interested and suitable candidates should ensure that their application is submitted on or before **11/05/2017**. Due to the large number of applications received, only applicants short-listed for interview will be contacted.

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**Please note that UNESCO is a non-smoking organization.**

**UNESCO does not charge a fee at any stage of the recruitment process.**