



VACANCY ANNOUNCEMENT No. 2018-009

Title: Secretarial Assistant to the Head of Office (Only candidates with authorization to work in Mexico are eligible to apply)
Domain: Administration
Grade: G-4
Post Number: 3MXFSC0702RP
Organizational Unit: UNESCO Mexico office
Duty Station: Mexico City
Type of contract: Fixed-term
Annual salary: 319 357 Pesos
Deadline (*midnight, Paris time*): 15 November 2018

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

Overview of the functions of the post

1. Ensure the efficient functioning of the office of the Head of Office, by preparing daily agenda, scheduling meetings and appointments with government authorities, institutions, etc. Follow up on pending Office activities and due dates.

Proofread the documents prepared for the visa/signature of the Head of Office, by checking for content, grammatical and typographical errors and ensuring compliance with UNESCO's rules and regulations.
 2. Lead the Records Management Team of the Office. Be in charge of developing and maintaining the filing plan. Train the Office staff on the UNESCO Records Management Policy and ensure that the physical and electronic records of the Office are complete and comply with such policy. Assume the organization of the office of the Head of Office by classifying and filing, inter alia, reports, documents, letters, workplans, and project reports.

Classify and organize the final versions of the presentations (PPT or other format) developed by the Office staff. Implement and maintain a bank of images of the Office.

Create and maintain a data base of institutions (governmental, information centers, academy, etc.).
 3. Assist in the screening and analysis of incoming mails and correspondence; channel to relevant officers; draft correspondence and documents in English and Spanish and draft answers to requests.

Make translations from Spanish to English and viceversa.

Answer and filter telephone enquiries, prepare draft responses; provide general information to visitors and counterparts on questions related to the activities of the Office; maintain up-to-date the corresponding control of responses or actions and inform the Head of Office or, if necessary, the concerned staff.

Implement and maintain a statistical system of all incoming correspondence received in the general inbox of the office. Develop and maintain distribution lists to support visibility activities.
 4. Assist in the preparation of the Head of Office's mission plans (including itineraries, agendas travel arrangements, and obtain security clearances), prepare mission reports, assist in the follow-up of activities in coordination with the administrative services and programme staff.

Assist in the organization and logistical aspects of experts meetings and Office events, including confirmation of attendance, verification of addresses, meeting room reservation), draft invitation letters, contact participants, take notes and dictation, prepare summaries and brief reports and maintain strict control of confidential documents.
 5. Coordinate staff meetings and prepare and distribute the minutes to staff.

Assist in the liaison between the Head of Office and his/her staff and timely communicate with UNESCO Headquarters on the follow-up of activities and relevant administrative issues.
 6. Additional activities that may be required to ensure the success of the work team.
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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 qualifications

Education

- Completed secondary, technical or vocational school

Work Experience

- At least 3 years of relevant work experience in secretarial/assistant functions, preferably in an international organization, UN Agency or Embassy.
- Experience in writing, editing and formatting of documents.

Skills and competencies

- Knowledge of principles and practices of records management.
- Knowledge of guidelines for the use and protection of confidential information is essential.
- Excellent communication skills, including written and oral communication.
- Excellent organization and coordination skills.
- Ability to work in teams, initiative, service-oriented, and accuracy.
- Discretion and ability to deal with sensitive issues.
- Ability to work in a multi-cultural environment.
- Flexibility to adjust to different working styles and priorities.

Languages

- Excellent knowledge of English and Spanish. An oral and written examination will be performed.
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Desirable qualifications

Education

- Completion of high school education with relevant training/diploma in International Affairs or protocol.

Skills and competencies

- Knowledge of UNESCO's systems, policies and standard practices as well as administrative policies, processes and procedures;
- Knowledge of UNESCO administrative tools (SISTER, SAP etc.).

Languages

- Fair knowledge of French.
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Assessment

An assessment exercise may be used in the evaluation of candidates

Benefits and entitlements

UNESCO's salaries are paid in Mexican Pesos in Mexico, and are exempt from tax. Other benefits include: 30 days annual leave, family allowance, medical insurance and pension plan.

*UNESCO is committed to promoting gender equality within its Secretariat. Therefore, women candidates are strongly encouraged to apply. Persons with disabilities equally are encouraged to apply.
UNESCO applies a zero tolerance policy against all forms of harassment.*

UNESCO DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS.

Please note that UNESCO is a no-smoking Organization.

HOW TO APPLY

Send letter of interest and UNESCO CV, as follows:

By e-mail:

reclutamiento@unesco.org

Clearly indicating in the subject: "DO NOT OPEN, VACANCY ANNOUNCEMENT 2018-009, POST 3MXFSC0702RP"

At UNESCO Mexico Office:

Presidente Masaryk No. 526, 3er Piso

Col. Polanco, 11560 México, D.F

In a sealed envelope clearly indicating: "DO NOT OPEN, VACANCY ANNOUNCEMENT 2018-009, POST 3MXFSC0702RP"

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