

Title: SENIOR SECRETARIAL ASSISTANT
Domain: Administrative and Secretary Support
Grade: G-6
Post Number: 3UYFSC0709RP
Organizational Unit: Montevideo, Uruguay
Duty Station: Montevideo, Uruguay
Type of contract: Fixed-Term
Recruitment open for: Only candidates entitled to work in Uruguay can apply for this post
Deadline (*midnight, Montevideo time*): **31 May 2018 12:00 p.m.**

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

Overview of the functions of the post

This post is located in the Regional Office for Sciences in Latin America and the Caribbean and Cluster Office to Argentina, Brazil, Chile, Paraguay and Uruguay in Montevideo. The incumbent will work under the overall authority and direct supervision of the Regional Director of the Office/Bureau. S/he will coordinate and perform the full range of office and management support and administrative tasks, and provide direct assistance to the Director in order to ensure quality and consistency of the flow of office work and management of the information of the Office/Bureau. In particular, the incumbent will:

- Take responsibility for time management and scheduling of the Director's agenda. Make travel/missions arrangements for the Director, including preparation of related correspondence and documents, ticket purchase and hotel reservations. Organize and prepare internal and external meetings, takes notes and prepares minutes of meetings as requested. Coordinate the preparation and compilation of the organization's mission travel plans for the Director's review/approval and communicate related decisions to staff. Coordinate mission/leave plans for the Director's office and those under the Director's supervision. Support preparation of Terms of reference for contracts, entering those in the corporate systems, as required.
- Provide substantive support in managing priorities and workflow of the Regional Bureau, coordinating and monitoring multiple and diversified activities and work processes. Serve as liaison between the Director and staff. Establish and/or propose improvements to processes and procedures and systems to ensure the smooth functioning of the Director's Office, including filing systems and the handling of confidential information. Coordinate and lead secretarial support services at LAC regional level for high-level meetings such as the regional meetings at Ministerial level, service- or Office and -wide training and special projects/events. Coordinate the work of other support staff, establish priorities and ensure equitable distribution of work.
- Screen and prioritize incoming correspondence (letters, memos, emails) including diplomatic pouch and invitations, drafting/preparing responses and other documents, as required, compiling relevant background document and references; identifying issues requiring manager's attention, and referring to other staff for required actions, carrying out required monitoring and follow-up. Draft technical responses to a wide range of correspondence and other communications. Exercise quality control functions for outgoing documents; proofreads and edits texts for adherence to format, grammar, punctuation and style and uses standard word processing package to produce a wide variety of large, complex documents and reports.
- Perform a variety of administrative duties at LAC regional level. Orient new staff to relevant administrative procedures and practices and provides general assistance to other office support staff as required. Maintain close contact with the Protocol Department of the the Ministries of Foreign Affairs, corresponding Embassies, National Commissions, UN Resident Coordinators, UNDG LAC Chair and Security Coordinator from UNDSS for the LAC region. Inform Member States and other UNESCO Offices of missions carried out by professionals of the Montevideo Office according to the Manual. Deal with protocol issues in host country, Headquarters and other countries as needed for staff members, high level authorities visiting the LAC region, consultants, interns, etc. and especially when DG, members of the Senior Management Team and Executive Board visit the region.

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- Organize official receptions, meetings, etc., handling all required logistical arrangements (e.g. room reservations, guest/participant lists, invitations, catering, seating arrangements, background documentation, special equipment, etc.). Provide support to Management Coordination meetings and Official visitors (DG, ADGs, Ministers etc.), organizing invitations and travel, including accommodation, catering, meeting room reservations, assisting prior, during and after meetings and visits as required.
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Competencies

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

Core 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 or technical education.
Relevant secretary/administration training or qualification

Work Experience

Minimum 8 years of relevant work experience in a similar role in an International Organization.

Skills and competencies

- Ability to draft letters, briefings, talking notes and speeches in English and in Spanish and to manage files and correspondence.
- Good analytical skills.
- Accuracy, discretion and sense of confidentiality.
- Autonomy, flexibility to adjust to schedules and work priorities.
- Excellent knowledge of protocol procedures for the LAC Region.
- Demonstrated ability to use sound judgement, organize workload taking into account the Director's schedule.
- Ability to multi task, work under pressure and with a minimum supervision.
- Strong problem-solving skills and be assertive in challenging situations.
- Good IT skills, including use of MS Office (Word, Excel, Outlook, PowerPoint).

Languages

Excellent knowledge of English and Spanish.

Desirable qualifications

Skills and competencies

Knowledge of UNESCO's policies and procedures in the field of human resources, administration, protocol practices and directives, circulars, notes, and correspondence.

Languages

Knowledge of another UNESCO official language, in particular French.

Assessment

An assessment exercise may be used in the evaluation of candidates.

How to apply?

Interested Applicants are invited to submit their applications (including a cover letter in English and current resume) by email to me.pullig@unesco.org by 31 May 2018.

Benefits and entitlements

UNESCO's salaries are calculated in UYU and exempt from income tax. Other benefits include: 30 days annual leave, family allowance, pension plan and medical insurance. More details can be found on the [ICSC Website](#).

Please note that UNESCO is a no-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. UNESCO applies a zero tolerance policy against all forms of harassment.

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