



Vacancy Notice
Social and Human Sciences Sector, UNESCO New Delhi Office

Functional Title : Programme Assistant
Contract Modality : Service Contract
Salary : Monthly Salary INR 54,910/- inclusive of Social Security
Hiring Unit : Social and Human Sciences, UNESCO New Delhi Office
Expected Duration : 1 June to 31 December 2019 (renewable)
Deadline to apply : 17 May 2019

Background

The main objective of the activities of the Social and Human Sciences of UNESCO New Delhi Office is to support Member States in their efforts towards creating more inclusive, just and sustainable societies. Our strategy involves strengthening the link between research and policymaking, contributing to advocacy, policy dialogue and capacity building to stimulate innovative thinking towards the protection of the most vulnerable groups, social inclusion and intercultural dialogue. We especially seek to advance knowledge and policy in the areas of gender equality, youth and sports.

The Social and Social Sciences unit of UNESCO New Delhi is hiring a Programme Assistant on Service Contract to work on sector activities.

Detailed Job Description

Under the authority of the Director of the UNESCO New Delhi Office and the direct supervision of Programme Specialist - Social and Human Sciences, UNESCO New Delhi, the incumbent will:

1. Provide administrative and secretarial support to SHS Sector ensuring the smooth and efficient functioning of the operation of its project and activities.
2. Receive, analyse, register and distribute incoming correspondence and other documents; determine the importance and priority of documents received and establish deadlines for required action or reply.
3. Support the SHS Sector in the preparation and updating of travel plans; make travel arrangements; prepare required travel requisitions and monitor the budget; prepare materials for mission travel; arrange hotel accommodations and other related logistics in accordance with UNESCO policies, procedures and rules.

4. Develop concept notes, undertake logistical administrative arrangements and prepare report for meetings, events and workshops organized by the SHS Sector.
5. Take minutes and/or notes as required, and answer and screen calls with tact and discretion. Draft responses to written enquiries on a variety of routine and non-routine questions. Set up and monitor coherent filing system; ensuring accuracy and confidentiality; Ensure close follow up on deadlines and commitments.
6. Facilitate SHS Sector's interaction with various external partners such as government officials, donors, civil society, UN agencies and other partners through effective use of written, verbal and electronic communication.
7. Organize official events/hospitality for the SHS Sector; distribute special assignments to support staff in relation to special events.
8. Ensure visibility of SHS Sector by various means, including updating webpages, preparing press release and active use of social media.
9. Undertake necessary research, including mapping of potential partners, identify potential donors and assist the SHS sector in its fund-raising activities;
10. Oversee SHS Sector's activities, coordination and direction in order to achieve coordinated approach to programme delivery. Facilitate the flow of knowledge and information between SHS Sector and other Sectors within the office; recommend and establish systems and streamline procedures to enhance established workflows.
11. Provide administrative support for effective knowledge management and sharing within the office and other offices/HQs; Systematic gaining and sharing of knowledge and experience related to administrative and operations support.
12. Act as focal point and trainer within the SHS Sector whenever a new system/tool for financial, project, mission or security management is introduced.

REQUIRED QUALIFICATIONS

EDUCATION

Secondary Education, preferably with specialized certification in administration, Human Resources and/or accounting / finance. Specialized training/certification in the particular field is desirable

WORK EXPERIENCE

At least 3 years of programme administrative experience preferably in an international development bodies. Experience in the use of computers applications and software packages as well as web based management systems.

OTHER SKILLS/COMPETENCIES

- Ability to perform a broad range of specialized activities aimed at effective and efficient functioning of the Social and Human Sciences sector including schedule, travel and filing management.
- Ability to perform work of confidential nature and handle a large volume of work.
- Ability to prioritize, organize and perform multiple tasks.
- Good interpersonal skill, including the ability to work in a team and multi-cultural environment
- Excellent IT skills

HOW TO APPLY

To apply, please send your application letter along with your CV ([UNESCO CV form to be used](#)), in English by email: newdelhi.recruitment@unesco.org. Application files will have to reach UNESCO, New Delhi on or **before 17 May 2019 midnight** (India time).

Please submit below mentioned document while applying:

1. Cover letter with subject Line for application via mail- "Programme Assistant - SHS"
2. Detailed resume

Please note that only short listed candidates will be contacted.