



United Nations Educational,
Scientific and Cultural Organization

UNESCO contributes to peace and human development in an era of globalization by furthering international cooperation through its programmes in education, sciences, culture and communication. With its 193 Member States and 6 Associate Members, UNESCO has its Headquarters in Paris (France) and operates globally through a network of offices and several institutes.

Post title Office Assistant
Organisational unit World Water Assessment Programme (WWAP) Secretariat
Duty station Perugia, Italy
Grade L-4
Post number EU/OS/ITA/SC/0006-0007 (two positions)
Closing date 31 March 2008

Main responsibilities Under the authority of the Coordinator of World Water Assessment Programme (WWAP) and the direct supervision of several Programme Specialists, the incumbent will provide administrative and secretarial support to a team of Specialists. More specifically, to:

- Prepare/process various documents (e.g. correspondence, memos, reports, project documents, etc.) using various software (e.g. MS Word, WordPerfect, Lotus 1-2-3, Excel, etc.); prepare routine correspondence and answer to requests for information, attaching relevant information; review correspondence and other documents prepared in English and/or in Italian, and make/recommend changes to format, style, spelling or grammar; and do informal translation of documents
- Maintain files and reference systems, and other manual and computerized information and reference systems (e.g. leave reports, travel schedules, work plans, mailing lists) according to the rules issued by the Archives and Records Management Unit (ADM/DIT/ARC); prepare draft contracts and enters contract details in SAP/FABS as approved by the person responsible for the activity, and follow up as necessary; and coordinate the provision of central services (e.g. translation, printing, etc.)
- Collect information and data related to the program/project from various sources (e.g. Internet, office files, central documentation services, etc. and present it in required format
- Assist in the organization of meetings, missions, expositions and other events; arrange for meeting facilities and equipment, make travel/mission arrangements, prepare correspondence and assemble documents for participants
- Perform any additional activities that may be required to ensure the success of the work team to which assigned.

Profile

Qualifications – Essential Applications are normally not considered from candidates who do not possess ALL of the essential qualifications

Education Secondary school education

Experience At least three (3) years of experience in providing a range of secretarial and administrative support services.

Language English (Level C), Italian (Level C)

Other The incumbent must have passed the Organization's typing test at 50 wpm in English organised by FAO (Roma). Computer literacy and ability to use word processing, spreadsheet and other office technology equipment. Ability to edit texts to ensure correct spelling, punctuation and syntax. Initiative and ability to meet deadlines and work under pressure. Courtesy, tact and ability to maintain effective working relationships with people of different national and cultural backgrounds. **Only the retained candidates will be interviewed by a panel in Perugia (Umbria).**

Qualifications – Desirable Good knowledge of (Level B) of French or Spanish.

Conditions of employment The annual remuneration for this post, based on the United Nations salary scale for support staff (in Roma), will start at € 34,195 exempt from income tax. In addition, UNESCO offers an attractive benefits package including 30 days annual vacation, pension plan and medical insurance. The initial appointment, which is for two (2) years, includes a probationary period of 12 months, and is renewable, subject to satisfactory service. **It is to be noted that this is an extra-budgetary position of a continuing nature but the duration of the appointment will be subject to the availability of the funds.** UNESCO is a non-smoking Organization.

How to apply Candidates are invited to apply by completing the official **UNESCO CV form** available at FAO Headquarters in Roma, UNESCO Headquarters in Paris and also available at <http://www.unesco.org/water/wwap/> and sending **2 copies of their applications in English in a sealed envelope addressed to Recruitment, AFHR, FAO, Viale delle Terme di Caracalla 00153 Roma, Italy**, before the closing date, quoting "**UNESCO post number: EU/OS/ITA/SC/0006-7**". Please note that this is not a FAO position. This is a UNESCO position. UNESCO will only be able to respond to those applicants under serious consideration. **UNESCO does not charge a fee at any stage of the recruitment process. If you have any question concerning persons or companies claiming to be recruiting on behalf of UNESCO and requesting payment of a fee, please contact: recrutweb@unesco.org.**