

Title: Administrative Assistant
Domain: Administration
Grade: G5
Post Number: 5QABFM0705RP
Organizational Unit: FU/DOH
Duty Station: Doha, Qatar
Type of contract: Fixed-Term
Recruitment open for: Only candidates entitled to work in Qatar can apply for this post
Annual salary: QAR 210665
Deadline (*midnight, Doha time*): Tuesday, 3rd December 2019

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

Under the overall delegated authority of the Director of the Office and the direct supervision of the Finance and Administrative Officer, the incumbent provides a series of administrative support services in compliance with UNESCO Rules and Regulations, practices, standards and procedures:

General accountabilities

- Act as certifying officer up to the authorized level delegated by the Chief Financial Officer;
- Provide guidance and interpretations of non-complex administrative rules, regulations and procedures;
- Prepare draft correspondences, memos and reports; keep records confidential and establish reference and tracking systems.

Finance and Budget

- Provide administrative and support services in processing payments, check that financial documents are complete, correct and compliant with the rules, regulations and procedures;
- Ensure that the accounting records (disbursement and receipts documents) and corresponding justifications are complete and properly filed;
- Assist to staff on basic financial procedures, requirements related to payments, and on banking and currency Provisions.
- Assist in preparation of budgets, check completeness, accuracy and compliance of documentation.
- Monitor and control commitments and expenditures; and compare with approved budgets;
- Verify budgetary transactions, identify and correct anomalies and assist to input corrective action.

Human resources accountabilities

- Extract human resources related data from automated systems or other sources and prepare documents for processing; maintain and update database and follow up on personnel files;
- Assist staff members and their dependents the processing requests for visas, identity cards, driving licenses and other necessary personnel-related documents in accordance with requirements of the organization and the host country;
- Assist in pre-recruitment formalities and provide support on the conduct of the recruitment process; coordinate interview schedules, prepare agenda and documentation.

Logistics

- Assist in initiating procurement action, in the preparation of purchase orders and contracts, monitor the status of requisitions and maintain contact with suppliers;
 - Making necessary arrangements for shipments, liaise with customs authority;
 - Maintain, update and transmit inventory records of non-expendable equipment to Bureau of Financial Management (BFM);
 - Assist air tickets purchase and payments, prepare travel authorizations and assemble information pertinent to the purpose of travel; track security certificates;
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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 and/or vocational education.

Work Experience

- A minimum of five (5) years of relevant professional work on administrative, financial and/or budget administration.

Skills and competencies

- Sense of integrity, confidentiality, commitment and reliability;
- Good analytical and problem solving skills;
- Ability to provide efficient, quality and timely support and capacity to work efficiently under pressure;
- Strong knowledge of MS office (Word, Excel, Outlook, PowerPoint) and database packages;
- Ability to work in diverse multi-cultural settings with sensitivity to the local context.

Languages

- Excellent knowledge of English (Spoken and written).
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Desirable qualifications

Education

- Specialized training in Finance, Budget, Human Resources Management and/or Administration.

Work Experience

- Relevant experience in the UN/international organizations or similar organizations.

Languages

- Knowledge of Arabic.
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Assessment

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

How to apply

Interested candidates with desired qualifications and skills should submit their letter of interest and CV using UNESCO CV standard form (https://en.unesco.org/gem-report/sites/gem-report/files/UNESCO_CV_Form.doc) and the CV in your own format in English to ao.doha@unesco.org on or before Tuesday, 3rd December 2019 (midnight, Doha time). Candidate are requested to indicate post title, number and name in the subjectline. Incomplete UNESCO CV will not be processed.

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.

Worldwide mobility is required as staff members must be ready to serve in other duty stations in accordance with UNESCO's geographical mobility policy.

UNESCO applies a zero tolerance policy against all forms of harassment.

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

Due to the large number of applications received, only applicants short - listed for interview will be contacted.

Benefits and entitlements

UNESCO's local salaries are calculated in Qatari Rials. Other benefits include: 30 days annual leave, pension plan and medical insurance. More details can be found on the ICSC Website.

Please note that UNESCO is a no-smoking Organization.

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