

**Title:** **Secretary to the Director** (Only candidates resident in Apia with authorization to work in the country are eligible to apply)

**Domain:** FSC

**Grade:** G-5

**Post Number:** 4WSFSC0711RP

**Organizational Unit:** UNESCO Office for the Pacific States

**Duty Station:** Apia, Samoa

**Type of contract:** Fixed Term

**Annual salary:** Gross: WST 30,785.00; Net: WST 25,035.00

**Deadline** (*midnight, Apia time*): **12 December 2019**

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

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### Overview of the functions of the post

This post is located in the Office for the Pacific States and works under the overall authority and direct supervision of the Office Director. This post coordinates and performs the full range of office and management support, and administrative tasks, and provides direct assistance to the Director in close cooperation with various units and staff. The post ensures timely and efficient support to the Director, including i) scheduling and front-office support; ii) organizing and coordination; iii) correspondence management; iv) oversight and approvals process; v) information management and record-keeping; and vi) administration.

The Office performs its functions in complex environment and the post is required to take initiative, have solution- and service-orientation and flexibility combined with a strong sense of responsibility and commitment to internal control and accountability.

In particular, the incumbent shall:

- **Scheduling And Front Office Support:**
  - Screen requests for appointments with supervisor
  - Maintain supervisor's calendar, including official meetings during mission.
  - Provide reminders and necessary documents and information for appointments.
  - Receive visitors in accordance with the protocols and a sense of service.
  - Place and screens telephone calls.
  - Respond to queries and correspondence, often of a sensitive, confidential or technical nature.
- **Organizing And Coordination:**
  - Coordinate and performs secretarial, including registration support services.
  - Support the organization of regular internal meetings and staff events and effective internal communications.
  - Facilitate implementation of the requests, directives and commitments of the Director.
  - Coordinate the work of other support staff, establishes priorities and ensures equitable distribution of work.
- **Correspondence:**
  - Review, record, distribute and processes incoming mail and correspondence daily.
  - Prepare memos and minutes of internal and external meetings, monitor follow-up activities.
  - Draft notes-to-the-file, and coordinate/contribute to other routine documentation. Prepare draft responses to a wide range of correspondence and other communications.
- **Support For The Oversight And Approvals Process:**
  - Ensures that requests for approvals and signatures have followed the Office procedures.
  - Orients new staff to relevant administrative procedures and practices and provides general assistance to other office support staff as required.
- **Information Management And Record-Keeping:**
  - Research, compile, and organize background information and reference materials.
  - Generate a variety of statistical and other reports from various databases.
  - Create and maintain the Office filing and reference systems.

- Coordinate substantive preparations, including agenda, accompaniment, and supporting materials for all engagements, including UN Country Team, Security Management, and other tasks and meetings, of the Director.
  - **Administration:**
    - Perform a variety of administrative duties (e.g., leave and attendance recording, arrangements for meetings and other events, reservations, etc.).
    - Plan and organize travel missions of the Director ensuring reminder and coordination for mission follow-up actions are undertaken.
    - Serve as a focal point, coordinate logistics and prepare substantive documentation for high-level headquarters missions and special events.
    - Serve as a programme assistant and provide back-up to programme assistants and administration unit when needed.
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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](#)

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## Required qualifications

### Education

- Completed secondary and/or vocational education.

### Work Experience

- Minimum of 5 years of relevant work experience in the field of General Secretary and/or Administrative Services.

### Skills and competencies

- Good interpersonal and communication skills, including very good writing skills.
- Good organizational, planning, monitoring and reporting skills.
- Ability to work as part of a team, to take initiative and to provide quality and timely support and services.
- Discretion and capacity to deal efficiently and tactfully with people of different cultural backgrounds.
- Ability to prioritize and manage own work and perform under minimum supervision. Capacity to work under pressure.
- Good ICT skills with proficiency in the use of MS Office (Outlook, Word, Excel, PowerPoint etc.)

### Languages

- Excellent knowledge of English and Samoan (oral and written).
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## Desirable qualifications

### Education

- Specialized training/Certification in Secretary, office management or related field.

### Work Experience

- Relevant experience within the United Nations system or in an international organization.
- Experience in extracting information from various sources, compiling and reporting.

### Languages

- Good knowledge of another language from the Pacific region.
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## Benefits and entitlements

UNESCO's salaries are calculated in WST for national staff members. They consist of a basic salary as well as other benefits include: 30 days annual leave, spouse allowance, children allowance, pension plan and medical insurance. More details can be found on the [ICSC Website](#).

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UNESCO is committed to promoting geographical distribution and 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.**

**UNESCO is a non-smoking Organization.**

**A WRITTEN EXAMINATION AND AN INTERVIEW WILL BE USED IN THE EVALUATION OF CANDIDATES**