Post Title: Administrative Assistant (Basic Education)
Domain: Education
Grade: SB-3
Post Number: N/A
Organizational Unit: Basic Education
Duty Station: Beirut
Type of contract: SC
Annual salary: 36,960,000 LBP p.a.
Deadline (midnight, Paris time): April 17, 2020

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

Overview of the Function of the Administrative Assistant:
Under the overall authority of the Director - UNESCO Beirut Office, and direct supervision of the Programme Specialist – Basic Education, the Administrative Assistant shall co-ordinate and perform a full range of office and administrative support tasks ensuring efficient organization and delivery of project implementation activities. More specifically, the incumbent shall undertake the following tasks and responsibilities:

- Assist in the overall smooth functioning of the unit by the full range of office management and administrative support functions including collecting, receiving, screening and filing of all correspondence, typing, proofreading, etc.
- Undertake translation tasks in English, Arabic, and French languages. Review and proofread documents before publication.
- Maintain files (both hard and electronic) of all the Unit projects, manage, update and assist in improving of the unit database.
- Prepare and verify routine correspondence for completeness, accuracy and compliance to UNESCO format/standards. Maintain mailing and contact lists. Respond to inquiries and follow up on routine outstanding matters. Make appointments, receive visitors, take telephone calls and respond to inquiries and queries as appropriate and/or defer to specialist concerned. Liaise with internal units to obtain additional information/clarifications.
- Prepare and maintain necessary supporting documentation in support of solicitation evaluations and audits. Inform management and team members of processes, procedures and timeframes to secure administrative services needed for programme/project execution. Initiate contractual documents in DUO; assist in identifying potential consultants and suppliers. Prepare purchase requisitions in accordance with UNESCO Admin policy and supervisor’s instructions. Follow up and alert team members of outstanding payments, timeframes and bottlenecks.
- In collaboration with team members, assess and co-ordinate administrative support needs for meetings/events/workshops/seminars/travel, document processing and publications productions. Book venues, equipment and provide logistical support (including advice on visa requirements). Initiate
travel authorizations and make travel arrangements for team members/participants. Follow up on their production and dissemination to event participants.

- Support the project team in enhancing project(s) visibility and public information management by supporting development of relevant media briefs and multimedia materials.
- Undertake other duties as may be assigned from time to time.

**Competencies:**

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

- Accountability
- Communication
- Teamwork
- Innovation
- Results focus
- Planning and organizing
- Knowledge sharing and continuous improvement


**Required qualifications:**

**Education:**
- High school or equivalent qualification.

**Work Experience:**
- 2 years' progressive relevant experience in program or office administrative support
- Experience working with local government and/or education partners on national education initiatives for emergency projects in Lebanon with a sector-wide approach.

**Skills:**
- Excellent verbal and written communication Skills
- Good translation skills English to Arabic; Arabic to English mainly, plus French translations services.
- Excellent knowledge of basic computer packages (i.e. word, Excel, PowerPoint)
- Excellent organizational skills, with ability to prioritize. Attention to detail
- Excellent coordination, networking, partnership building, teamwork and inter-personal skills

**Languages:**
- Fluency in both English and Arabic. Good knowledge of French is an added advantage.

**Desirable qualifications:**

**Education:**
- University degree in Social Sciences, Education, or other relevant field preferred. Qualifications in Administrative or project implementation support is an added advantage.

**Work Experience:**
- Relevant experience in both program and office administrative support is desirable.
- Familiarity with UN and/or UNESCO programme implementation and administrative rules/regulations is an added advantage.
Assessment:
A written assessment exercise may be applicable in the evaluation of candidates. A competency based interview (CBI) shall apply for short-listed candidates.

How to apply:

*****THIS IS A TEMPORARY POSITION FOR 05 MONTHS. Due to urgency of the need, Applicants should be willing to start work within 1-2 weeks upon acceptance of offer. ******

Please submit the completed UNESCO CV template (https://en.unesco.org/gem-report/sites/gem-report/files/UNESCO_CV_Form.doc) along with a copy of current CV and interest letter to the following email: bei.recruitment@unesco.org by 17th April 2020 cob. Kindly indicate "APPLICATION FOR POST OF ADMIN ASSISTANT (BASIC EDUCATION) + Your Name" in the subject reference line. No pictures should be included with the UNESCO CV, CV and cover letter submittals.

Benefits and entitlements:

Medical Insurance & Pension benefits included in gross amount quoted above. Other benefits include 30 days annual leave.

Please note that UNESCO is non-smoking Organization.

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

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.