

**Title:** Administrative Assistant  
**Domain:** Culture  
**Grade:** SC-4  
**Organizational Unit:** UNESCO Regional Bureau for Education in the Arab States  
**Primary Location:** Beirut, Lebanon  
**Type of contract :** Service Contract  
**Deadline (midnight, Beirut time):** **Monday 7 December 2015**  
**Duration:** 1 year (with probationary period)  
**Application to be sent to:** [Beirut@unesco.org](mailto:Beirut@unesco.org) (Administration Unit)

## OVERVIEW OF THE FUNCTIONS OF THE POST

Under the authority of the Director of UNESCO Regional Bureau for Education in the Arab States -UNESCO Representative to Lebanon & Syria, in close cooperation with the Administrative Officer and under the direct supervision of the Project Officer, the incumbent shall assist in the management and implementation of the following project "Emergency Safeguarding of the Syrian Cultural Heritage" funded by the European Union. In this respect, the incumbent will:

- Follow-up on administrative matters, complete various forms on financial, administrative, logistics and security issues.
- Ensure various administrative support for project's staff and consultants, and maintain necessary records files related to those staff and consultants. Prepare requests for visa and other personnel-related documents and follow-up with AO unit.
- Draft routine correspondence related to administration, especially with project partners and institutions involved (governmental institutions, UN agencies, NGOs, etc.).
- Provide administrative and logistical support for the organization of workshops, meetings, and activities developed under the project framework; supervise the organization of accommodation and transport of participants.
- Make arrangement for travel of staff and participants in missions, meetings and workshops.
- Perform procurement of office supplies, material and equipment including acquisition of quotations and necessary bids and the preparation of purchase orders in collaboration with the Administrative Officer.
- Maintain filing system for the Project Management Unit.
- Whenever necessary, contribute to editing and non-official translation of the documents developed by and for the project.
- Prepare minutes of the meetings.
- Perform any other tasks requested by the supervisor.

## REQUIRED QUALIFICATIONS

### **EDUCATION**

- Secondary Education diploma.

### **WORK EXPERIENCE**

- 5 years of progressively professional experience in general administration, if possible knowledge of UNESCO Administrative rules and regulations.

### *SKILLS/COMPETENCIES*

- Good knowledge of UNESCO Administrative Manual especially;
- Good knowledge on UNESCO Policy, Financial Rules and Regulations;
- Ability to work under high pressure, due to urgency of matters;
- Good analytical and organizational skills;
- Ability and willingness to work in a multicultural team;
- Good written and oral communication skills;
- Solid computer skills, including proficiency in word processing, spreadsheet, and relevant accounting/financial software packages;
- Good knowledge of data bases;
- Good Internet, and financial competencies.

### *LANGUAGES*

- Excellent knowledge of Arabic is mandatory. Good English (oral and written).

## **DESIRABLE QUALIFICATIONS**

### *WORK EXPERIENCE*

- Relevant experience in a UN organization is a strong asset.

### *SKILLS/COMPETENCIES*

- Ability to work in a complex environment;
- Knowledge of FABS system and concrete application of procedures related to financial controls is desirable;
- Knowledge of SAP technology will be an advantage;
- Experience in assisting in the organization of capacity building and training activities, and in the preparation of biddings.

### *LANGUAGES*

- Working knowledge of French is an asset.

## **BENEFITS AND ENTITLEMENTS**

UNESCO's salaries for Service Contracts holders are calculated in local currency

Please note that UNESCO is a non-smoking Organization.

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To apply, please send your CV, together with a cover letter in English or French, by e-mail to UNESCO Regional Bureau-Beirut (Administrative Unit): [beirut@unesco.org](mailto:beirut@unesco.org) no later than **Monday 30 November 2015**.

Kindly label the subject line "Administrative Assistant (SC-4) – CLT Syria project"

The deadline for applications is **Monday 7 December 2015** at midnight (Beirut time).

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