

UN-LiREC JOB DESCRIPTION

Ref.: L-PROG-24

I. GENERAL INFORMATION

Unit : **Executive Office Unit**
Title : **General Service Assistant**
Function : **Maintenance**
Duty station : **Lima, Peru**
Type of contract : **Service Contract**

II. SUPERVISION

First supervisor : Executive Office Coordinator
Second supervisor : Director
Organizational Setting
and Reporting Relationships : This position is located in the Executive Office units.
Supervision method : The General Service Assistant is expected to carry out his/her assignment to completion and report its results.

III. DUTIES, RESPONSIBILITIES AND OUTPUT EXPECTATIONS

The General Service Assistant will assist the Executive Office Coordinator in the:

- Carry-out maintenance of UN-LiREC premises.
- Liaise with maintenance and ground crew of the UN Common House.
- Assure the maintenance of office assets (equipment and furniture) are conducted correctly.
- Coordinate stocks, inventory and maintenance of cleaning material and supplies.
- Support Executive Officer in carrying out inventory of goods on UN-LiREC premises
- Support in the preparation of UN-LiREC's material for official missions.
- Maintenance of inventory of UN-LiREC's courses material and publications (Internal and externals).
- Perform other duties as requested by the Director.

IV. COMPETENCIES:

- Professionalism: Good understanding of its functions.
- Planning & Organizing – Ability to plan own work and manage priorities.
- Teamwork – Good interpersonal skills, and ability to establish and maintain effective with sensitivity and respect.

V. QUALIFICATIONS AND EXPERIENCES

- **Education:** Completion of secondary education.
- **Experience:** Several years of experience in related fields. Experience in UN is a plus.
- **Language:** Fluency in spoken Spanish.



VI. ADDITIONAL INFORMATION

- Qualified candidates who are interested in the above position are invited to submit their application, in Spanish, attaching a UN Personal History Form or CV, with contact details for two professional references, **not later than 22 July 2010**.

To: Maria Teresa Davila (davila@unlirec.org)

Subject: General Service Assistant – Ref: **L-PROG-24**