

UN-LiREC JOB DESCRIPTION

Ref.: L-PROG-23

I. GENERAL INFORMATION

Unit : **Executive Office Unit**
Title : **Junior Administrative Assistant**
Function : **Administrative Assistant**
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 Junior Administrative Assistant is expected to carry out his/her assignment to completion and report its results

III. DUTIES, RESPONSIBILITIES AND OUTPUT EXPECTATIONS

The Junior Administrative Assistant will assist the Executive Office Coordinator in the;

Administration

- Review, register, distribute and process mail and other documents. Maintain files (both paper and electronic - "FOMA") for all UN-LiREC communications (incoming and outgoing).
- Assist in the verification of receipt and accuracy of bills and attached documentation.
- Prepare draft responses to routine correspondence and other communications.
- Assist in perform general administrative task for meetings and events, to include preparing and /or processing administrative requests/documents (e.g. requisitions, quotations, purchase order, reservations, etc)
- Monitor the driver schedules related use of official car.
- Keeps inventory of office supplies and arrange for the procurement of supplies
- Ensures that all cellular phones are activated and properly functioning;
- Arranges mass-mail outs and courier services.

Human Resources

- Assist in perform general administrative task regarding human resources (e.g. leave and attendance recording, vacation and sick leave requests.

Finance

- Assist in the preparation of draft payment orders
- Registers, files and distributes the requests for payments and related bills to the EO;

Travel

- Assist, when is required, to process security clearance, quotations for air tickets, draft of travel authorizations for participants to UN-LiREC meetings/conferences as well as support other UN-LiREC units.
- Perform other duties as requested by the Director.

IV. COMPETENCIES

- **Professionalism:** Knowledge of filing systems and record data information accurately. Understanding of the functions and organization of the executive office work; knowledge of relevant operational and administrative policies, processes and procedures; ability to apply good judgment in the context of assignments given.
- **Communications:** Good communication (spoken and written) skills.
- **Technology Awareness:** Good computer skills.
- **Commitment to Continuous Learning:** Actively seeks develop oneself professionally and personally; shows willingness to learn from others; seeks feedback to learn and improve.

V. QUALIFICATIONS AND EXPERIENCES

- **Education:** Completion of high school or equivalent diploma.
- **Experience:** Minimum 4 years of related experience in a UN agency. Knowledge of the workflow of the United Nations process.
- **Language:** Fluency in spoken and writing Spanish language. Basic knowledge in English will be desirable.

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: Junior Administrative Assistant – Ref: **L-PROG-23**