

## UN-LiREC JOB DESCRIPTION

Ref.: L-PROG-28

### I. GENERAL INFORMATION

Unit : **Programme Unit**  
Title : **Programme Assistant**  
Function : **Disarmament Policy-making & Implementation Programme Assistant**  
Duty station : **Lima, Peru**  
Type of contract : **Service Contract**

### II. SUPERVISION

First supervisor : Disarmament Policy-making & Implementation Programme Coordinator  
Second supervisor : Director  
Organizational Setting and Reporting Relationships : This position is located in the programme unit.  
Supervision method : Programme Assistant is expected to carry out his/her assignment to completion and report its results

### III. DUTIES, RESPONSIBILITIES AND OUTPUT EXPECTATIONS

The Programme Assistant will assist the Programme Coordinator in the follow:

- Assist in the implementation of the activities of Disarmament Policy-making Programme.
  - a. Support in the organization and coordination of all courses undertaken within the framework of the Programme (this includes revision of course budgets and logistical coordination).
  - b. Liaise with the relevant national focal points and UN agencies for the organization of the programme activities.
  - c. Develop as appropriate, in coordination with the Programme Coordinator and Programme Officer, practical tools that will facilitate the implementation of the courses and/or workshops.
  - d. Ensure the quality control of outgoing information and communications related to the programme.
  - e. Liase with the executive office on programmes activities.
  - f. Draft and prepare correspondence on programme activities.
- Support the Programme Coordinator and Officer in day to day management of all aspects of UN-LiREC's Disarmament Policy-making & Implementation Programme.
  - a. Handles a wide range of complex information requests and inquiries (e.g. answer requests requiring file or other research); responds, or drafts responses, to a diverse range of correspondence and other communications.
  - b. Assist in overall administrative duties/processes (e.g. travel arrangements, visa applications, expense statements, telecommunications charges, service and supply requisitions, conference room bookings, etc.).

- c. Organizes official receptions, meetings, etc., handling all necessary arrangements (e.g. room reservations, guest/participant lists, invitations, catering, seating arrangements, background documentation, special equipment, etc).
- Perform other duties as requested by the Director.

#### IV. COMPETIENCIES:

- **Professionalism:** Knowledge of general office and administrative support including administrative policies, processes and procedures. Demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results.
- **Planning & Organizing:** Ability to plan own work and manage conflicting priorities.
- **Communication:** Good communication (spoken and written) skills, including ability to draft a variety of correspondence and other communications, summary reports, etc.
- **Teamwork:** Good interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity

#### V. QUALIFICATIONS AND EXPERIENCES

- **Education:** Completion of secondary education; supplemental courses/training in secretary, accounting, administration or other relevant field is an advantage.
- **Experience:** Several years of professional experience, including programme assistance experience in any of the above-mentioned areas. Knowledge of disarmament instruments and arms control mechanisms is desired. UN rules and regulations regarding administrative and logistical matters. Working experience with United Nations and/or other international organizations.
- **Language:** Fluency in written and spoken Spanish and English.

#### 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:** Programme Assistant – Ref: **L-PROG-28**