

---

## UN-LIREC JOB DESCRIPTION

**Ref.: L-PROG-26**

### I. GENERAL INFORMATION

Unit : **Office of the Director**  
Title : **Secretary**  
Function : **Secretary**  
Duty station : **Lima, Peru**  
Type of contract : **Service Contract**

### II. SUPERVISION

First supervisor : Director  
Organizational Setting  
and Reporting Relationships : This position is located in the Office of the Director unit.

### III. DUTIES, RESPONSIBILITIES AND OUTPUT EXPECTATIONS

The Secretary will assist the Director in the:

- Assist the Director/Deputy-director in its official daily schedule; coordinate meetings, telephone calls, etc.
- Screens and prioritizes all incoming correspondence to the Office of the Director; compiles relevant background documents and references; identifies issues requiring the Director and Deputy-director's attention and refers others to relevant staff for appropriate disposition.
- Serves as a communications link between the Director/ Deputy-director and the staff; keeps others informed by conveying directives, reports, status updates and other relevant information; brings sensitive and urgent matters to the attention of the manager.
- Compiles and summarizes background materials for use in preparation of missions, meetings, reports, briefs, speeches, etc.
- 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.
- Organizes travel, meetings, etc; related to the Office of the Director unit, handling all necessary arrangements (e.g. room reservations, guest/participant lists, invitations, catering, seating arrangements, background documentation, special equipment, etc.).
- Provides support in managing priorities and work flow of the Director/Deputy-director and of the work unit; assist in the solution of multiple and diverse activities and work processes to ensure that management directives and decisions are properly carried out and products delivered in a timely manner.
- Exercises quality control functions for all outgoing documents from the Office of the Director unit; proofreads and edits texts for adherence for format, grammar, punctuation and style.
- Performs other duties as assigned.

#### 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; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.
- **Communication:** Good communication (spoken and written) skills, including ability to draft a variety of correspondence and other communications
- **Planning & Organizing:** Ability to plan own work and manage conflicting priorities.
- **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 in related area. Knowledge of 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:** Secretary – Ref: L-PROG-26