

TERMS OF REFERENCE

Enhancing implementation of International Disarmament, Arms Control and Non-Proliferation Instruments in Latin America and the Caribbean

Administrative Assistant (up to 4 positions)

- Title:** Administrative Assistant
- Duty station:** Lima, Peru
- Duration:** To be implemented between August 2015 – February 2016
(with possibility of extension - pending availability of funding)
- Type of contract:** Service Contract (SB-3)

Summary of main services to be provided: Provide administrative and logistical support to the Programme, Executive Office and Office of the Director Units. Administrative Assistants typically report to the head of Units with a view to enhancing the implementation of International Disarmament, Arms Control and Non-Proliferation Instruments in Latin America and the Caribbean.

Background: The United Nations Regional Centre for Peace, Disarmament and Development in Latin America and the Caribbean (UNLIREC), as the operational arm of the UN Office for Disarmament Affairs, is mandated to provide substantive support for the initiatives and other activities of the Member States of the Latin American and the Caribbean region for the implementation of measures for peace and disarmament, and for the promotion of economic and social development.

II. DUTIES, RESPONSIBILITIES AND OUTPUT EXPECTATIONS

A. General Assistance in the implementation of the UNLIREC activities:

- Supports the organization and coordination of workshops, seminars and courses undertaken within the framework of the Unit.
- Liaises with the relevant national focal points and UN agencies for the organization of the project activities.
- Supports the development, as appropriate, in coordination with the Head of Unit and project officers, practical tools that will facilitate the management and implementation of the courses and/or workshops.
- Drafts and prepares correspondence on unit activities.
- Assists UNLIREC staff in the elaboration and accountability of budgets and cost plans.

B. Logistical support of the unit activities:

- Assists in overall administrative duties/processes (e.g. travel arrangements, visa applications, expense statements, telecommunications charges, service and supply requisitions, conference room bookings, etc.).
- 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.).
- Supports and guides project staff and consultants on ODA/UNLIREC and partners on administrative and reporting requirements, clearance procedures for finance, procurement, recruitment, travel, etc.
- Assists in the preparation of donor progress and final reports and requirements as they pertain to administrative and logistical components of the Units work and activities.

C. Administrative Support for the day to day management of UNLIREC:

- Assists in the elaboration, planning, tracking and application of financial and accounting procedures.
- Assists in the preparation of allotment requests.
- Reviews and cross checks all payment requests and purchase orders.
- Prepares budget as well as budget revisions as required.
- Carries-out and submits required preparatory work for contracts, tendering, bill of quantities and works, according to UN procedures, rules and regulations.
- Assists in the drafting of memorandums and/or communications to other UN agencies (e.g: authorizing payments of costs of UNLIREC expenses).
- Reviews and cross checks all financial reports and payment requests submitted by ODA, UNDP and other partners.
- Supports, as appropriate, preparatory work for contracts, tendering, according to UNDP procedures, rules and regulations.

III. COMPETIENCIAS:

- **Professionalism** – Firm understanding of the functions and organization of the work unit, and of the organizational structure and respective roles of related units; sound knowledge of internal policies, processes and procedures related to programme/project administration, technical cooperation, programming and budgeting; etc.; ability to work with figures; ability to undertake basic research and gather information from standard sources; demonstrated ability to apply good judgment in the context of assignments given.
- **Planning & Organizing** – Ability to plan own work and manage conflicting priorities.
- **Technology Awareness** – Fully proficient computer skills and use of advanced functions on UN standard applications.
- **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.

IV. QUALIFICATIONS AND EXPERIENCES

- Education: University degree in administration, finance or other relevant discipline. The equivalent combination of education and work experience in administration, finance, accounting, project management or related areas would compensate lack of the University degree.
- Experience: 5-7 years working experience with a minimum of 2 years with United Nations or International Organization in administration, programme/project operations, technical cooperation or related areas associated with this post.
- Language: Fluency in written and spoken English.
- Technological Awareness: Solid computer skills - MS Office applications (Excel, Word and Power Point) and other IT applications.

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 (your application will not be considered unless you submit this document) with contact details for two professional references, **not later than July 1st. at midday.**

- Only those candidates that are short-listed for interviews will be notified.

To: Cecilia Morales (morales@unlirec.org)

Subject: Administrative Assistant