

UNLIREC JOB DESCRIPTION

Ref.: Team Assistant

I. GENERAL INFORMATION

Unit: **Office of the Director**
Title: **Team Assistant to the Office of the Director**
Duty station: **Lima, Peru**
Type of contract: **Service Contract (SB2)**
Duration of contract: **Six months**

II. SUPERVISION

First supervisor : **Political Affairs Officer**
Second supervisor: **Director**
Organizational Setting
and Reporting Relationships: **This position is located within the Office of the Director**
Supervision method: **Team Assistant to the Office of the Director is expected to carry out his/her assignment to completion and report its results**

III. DUTIES, RESPONSIBILITIES AND OUTPUT EXPECTATIONS

The Team Assistant to the Office of the Director will assist the Director and the Political Affairs Officer in the following:

1. Provides support in the preparation and updating of media-related and public outreach contents:
 - a) Manages, updates and further develops internal databases;
 - b) Assists in the preparation of contact lists, calendars of activities, project overview sheets, and other documentation handled by the Office of the Director;
 - c) Prepares material for inclusion in the Centre's website and LinkedIn account and responsible for updating each;
 - d) Assists in the preparation of factsheets, news articles, newsletters, and other communication material on activities carried out by the Centre;
 - e) Coordinates the translation of all relevant documents;
 - f) Provides logistical support for Office of the Director activities; and
 - g) Performs other duties as requested by the Director and/or Political Affairs Officer.
2. Provide administrative support to the Director and the Political Officer
 - a) Responds, or draft responses, to a diverse range of correspondence and other communications. Screens and prioritizes all incoming correspondence (compiles relevant background documents and references; identifies issues requiring the Director and/or Political Affairs Officer's immediate attention and refers others to relevant programme officer for appropriate disposition; monitors and follows-up on actions to be taken). Ensure the quality control of outgoing information and communications related to the Office of the Director by proofreading, formatting documents, etc.

- b) Assists in researching, compiling and summarizing background materials for use in the elaboration of presentations, reports, briefs, speeches, etc. Handles a wide range of complex information requests and inquiries under minimum supervision.
- c) Ensure the quality control of outgoing information and communications related to the Office of the Director by proofreading, formatting documents, etc.
- d) Coordinates and monitors 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;
- e) Use administrative procedures and systems to ensure smooth functioning of the Office;
- f) Handles Director's and Political Affairs Officer's agenda and schedule;
- g) Handles a wide range of administrative duties/processes (e.g. travel arrangements of the Director and Political Affairs Officer, expense statements, etc.);
- h) Liaises with the relevant national focal points and UN agencies for the organization of UNS-system based activities (e.g. UNCT, SMT, etc.); and
- i) Responds to varied administrative requests by UNODA Head Office (e.g. submission of travel plan, monthly activities report, etc.).

IV. COMPETENCIES:

- **Professionalism:** Good understanding of general office administration and 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. Ability to research information from a variety of sources.
- **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. Tailors language, tone, style and format to match audience. Demonstrates openness in sharing information and keeping people informed.
- **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:** Technical studies and/or Bachelor in business administration, communication or other relevant field.
- **Experience:** Minimum 5 years of professional experience in administration, communication and/or related field is required. Experience in the organization of national and international events is required. Prior working experience in international organizations is an advantage. Knowledge of UN rules and regulations regarding administrative matters is an advantage.
- **Language:** Fluency in written and spoken Spanish and English is required.

VI. ADDITIONAL INFORMATION

- Qualified candidates who are interested in the above position are invited to submit their application, attaching a UN Personal History Form, with contact details for two professional references, no later than 30 April 2018.

To: rrhh@unlirec.org

Subject: Team Assistant, Office of the Director