

## TERMS OF REFERENCE

### I. GENERAL INFORMATION

Unit:	Executive Office Unit
Title:	Executive Office Assistant
Function:	Administrative Assistant
Duty station:	Lima, Peru
Type of contract:	Service Contract (SB3)
Duration:	Six months

### II. SUPERVISION

First supervisor:	Executive Office Coordinator
Second supervisor:	Director
Organizational Setting and Reporting Relationships:	This position is located in the Executive Office unit.
Supervision method:	Executive Office Assistant is expected to carry out his/her assignment to completion and report its results

### III. DUTIES, RESPONSIBILITIES AND OUTPUT EXPECTATIONS

The Executive Office Assistant will assist the Executive Office Coordinator in the following:

#### 1. Assist in the elaboration, planning, tracking and application of financial and accounting procedures:

- Assist in the preparation of allotment requests;
- Reviews and cross checks all payment requests and purchase orders;
- Prepares budget and 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 with EO Coordinator all financial reports and payment requests submitted by ODA and UNDP and other partners;
- Updates and initiate processing of project and financial entries in UN Systems.

#### 2. Lends Programme Support to Programme Unit:

- Prepares and reviews financial reports and requirements;
- Drafts, prepares and administers financial and administrative sections of standard agreements such as HCA, SBA, etc;
- Assists UNLIREC staff in the elaboration and accountability of budgets and cost plans;

- 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.

### 3. Assists with the administration of Human Resources

- Prepares communications regarding staff, advisor and consultant contracts;
- Prepare authorizations for payment requests to UNDP and other relevant entities;
- Prepares in collaboration with Unit Heads, TORs for new contracts;
- Assists in the creation of new positions;
- Coordinates with UNDP and ODA/EO- HR personnel;
- Prepares and updates welcome kit for new staff;
- Monitors and administers attendance, vacation and sick leave requests.

### 4. Oversees Administrative matters:

- Responsible for inventory and distribution of equipment and material, including signing out of equipment, ODA reports and CAP committee;
- Oversees maintenance of premises;
- Carries-out and submit required preparatory work for contracts, tendering, according to UNDP procedures, rules and regulations;
- Coordinates with all heads of Unit procurement requirements and make purchases in consultation with EO coordinator;
- Keeps inventory of office supplies, equipment and arrange for the procurement of supplies.

### 5. Perform other duties as requested by the Director.

## IV. COMPETIENCIAS:

- **Professionalism:** Good understanding of the functions and organisation of the work unit. Good knowledge of internal policies, processes and procedures generally and in particular those related to programme/project administration, implementation and evaluation, technical cooperation, programming and budgeting; etc. Ability to extract, interpret, analyse; research and gather information from a wide variety of standard and non-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.
- **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:** Bachelor degree in administration, finance or human resources or other relevant discipline, or the equivalent combination of education and experience in a related area (minimum 7 years of relevant experience).
- **Experience:** Working experience with United Nations or International Organization in specific programme/project area associated with this post.
- **Language:** Fluency in written and spoken Spanish and 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 with contact details for two professional references, **not later than 27 July 2017**

**To:** [rrhh@unlirec.org](mailto:rrhh@unlirec.org)

**Subject:** Executive Office Assistant