

**Vacancy # 01-06-2022**

## **EXECUTIVE SUMMARY**

### **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, with possibility of extension

### **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:**
  - Prepares, reviews and cross checks all payment requests and purchase orders submitted to ODA and UNDP, using the corresponding Enterprise Resource Planning (ERP) system;
  - Assist in the preparation and reviews financial reports and requirements, using UN ERP system;
  - Periodic reconciliation of accounts with UNDP and ODA;
  - Assists with the monitoring of expenditures to ensure that they remain within authorized levels.
  - Communicate with UNDP field offices regarding payments requests.
  - Responds to queries from staff members and third parties.
2. **Assist in the elaboration, tracking and application of procurement procedures**
  - Reviews required preparatory work for purchase orders, contracts, tendering, according to UN procedures, rules and regulations;
  - Creates shopping carts to request Purchase Orders in UN ERP
  - Prepares low value purchase Orders for goods and services in UN ERP system;

- Requests the creation of new suppliers and the update of information of suppliers in UN ERP system when necessary; and
  - Assists with the IPSAS inventory.
- 3. Assist in the elaboration, reviewal and application of travel procedures**
- Reviews travel authorizations information such as airfare, terminal expenses, daily subsistence allowance for UNLIREC personnel traveling on missions;
  - Creates travel requests in UN ERP system according to the travel authorizations received; and
  - Reviews of travel claims and supporting documentation for completeness, accuracy, reasonableness, validity, and conformity with UN travel rules.
- 4. Assists with the administration of Human Resources**
- Support with the preparation of documents to request the issuance of contracts;
  - Prepare authorizations for payment requests to UNDP and other relevant entities;
  - Monitors and administers attendance, vacation and sick leave requests;
  - Coordinates with UNDP and ODA/EO- HR personnel; and
  - Support with the documents required for the procedures with the Ministry of Foreign Affairs for international personnel.
- 5. Perform other duties as requested by the Director.**

#### IV. COMPETIENCIES:

- **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's degree in administration, finance, industrial engineering 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 area associated with this post is desired.
- **Language:** Fluency in written and spoken Spanish and English is required.

- **Technological Awareness:** Solid computer skills - MS Office applications (Excel, Word and Power Point), ERP systems and other IT applications required. Knowledge of Umoja is highly desirable.

## 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 30 June 2022**

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

**Subject:** Vacancy #01-06-2022 Executive Office Assistant.