

JOB DESCRIPTION

Official Job Title:	Personal Assistant to the HoO	Duty Station: Cuba
Level:	GS-5	
Post Number:	00004810	
Post Type:	Fixed Term Appointment. Full Time	
Duration:	1 year	
Rotational/Non-Rotational:	Non-Rotational	

1. Organizational Location

The Personal Assistant to the HoO is located in Country Office (CO) and reports to the Head of Office (HoO).

2. Job Purpose

The Personal Assistant to the HoO provides senior level communications, administrative and secretarial support, maintaining full confidentiality in all aspects of assignment, maintenance of protocol procedures, information flow and follow-up on deadlines and commitments made. The PA also provides organizational functions to the CO in terms of providing effective communications support; ensuring facilitation of knowledge building and management; providing logistical support; and coordinating the secretarial and clerical services.

3. Major Activities/Expected Results

- Assists the CO in assigning and maintaining a follow up system of actions to be taken such as correspondence responses, attendance to scheduled events and other assignments.
- Receives, reviews and register in the electronic filing system of the office, all incoming correspondence and documentation, mail, fax, courier and hard delivery; decides on routing and priority and ensures timely dispatch of outgoing correspondence. Controls UNFPA circulars and inter-office memoranda.
- Maintains updated the international telephone call logs.
- Reviews and proofreads outgoing correspondence prepared for the supervisor signature.

- Ensures optimal communication flows between the CO staff and other units within the Fund as well as with counterparts outside the Fund, through effective use of all communication media: written, verbal and electronic.
- Coordinates and drafts routine responses related to the management of programs/projects and requests for information, ensuring follow actions in conformity with established procedures and accuracy of statements.
- Organizes appointments of supervisor, CO staff and visiting officials. Receives visitors, place and screens national and international telephone calls and answers queries with discretion.
- Manages travel arrangements and logistics for CO staff (travel authorization form, flight, hotel bookings, visas, and follow up related Requisition and Purchase Order in Atlas system).
- Attends and takes minutes/notes on various meetings (including tripartite meetings) and finalize them in a timely manner so as to be circulated prior to next meeting.
- Resolves operational program-related issues, in response to specific requests.
- When necessary and in coordination with the Head of Office, provides specific information on the UNFPA country program (CP) and projects, required for the preparation of reports and briefings, including the preparation of project ideas for submission to donors.
- Deals with full supplier management process and follow up supplier creation requests.
- On exceptional circumstances and prior approval by the Head of Office, act as Finance Back Up for payment processes.
- Support Finance Unit in revising UNFPA supporting documents for payment.
- Assists in the follow-up with counterparts and donors to ensure proper coordination and implementation of ongoing projects, maintaining a monitoring system to track pending matters.
- Disseminates materials to promote ICPD agenda at national level ensuring an effective advocacy strategy.
- Keeps abreast of the new strategic direction of the Fund and its transition implementation process.
- Responsible for the organization and logistics of conferences and meetings.
- Supports maintaining CO information in CO digital information storage and its back up system.
- Operates the CO equipment (copier and scanner)
- Controls availability of office supplies and stationary stocks.
- Support Asset Management liaising with Finance and Administration Associate.
- Support Human Resources processes by preparing and following up contract elaboration and hiring processes.
- Performs other duties as may be required.

4. Work Relations

Internal contacts include other assistants of the Fund, the Country Director, the Head of Office, members of the CO's program/technical support team, the Finance and Administrative Associate, and members of the CO's administrative support team, HQ, RO's and SROs to resolve policy and procedural issues.

External partners include national authorities, project implementation partners of the CO, and academic institutions' professional societies, NGOs, IGOs, and libraries and databases for research assistance.

5. Job Requirements

Education and Experience:

Secondary Education concluded (High School) with five years of relevant experience in administration and/or clerical tasks. Or Bachelor Degree with three years of relevant experience in administration and/or clerical tasks.

Languages requirements:

- Fluency in Spanish and proficiency in English is required.

Skills:

- Strong interpersonal and organizational skills.
- Proficiency in current office software applications and corporate IT financial systems. Quantum knowledge is valued as an asset.
- Good written and verbal communication skills.

Values:

- Exemplifying integrity,
- Demonstrating commitment to UNFPA and the UN system,
- Embracing cultural diversity.

Core Competencies:

- Client orientation
- Working in teams
- Self-management/Emotional intelligence
- Achieving results
- Being accountable

Functional Competencies:

- Providing logistical support
- Managing data
- Managing documents, correspondence, and reports
- Managing information and workflow
- Planning, organizing and multitasking.