

INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

Title:	Programme Assistant
Domain:	Programme
Post Number:	6SSFSC0705RP
Grade:	G4
Organizational Unit:	UNESCO Office in Juba
Primary Location:	Juba, South Sudan
Recruitment open to:	Only Nationals of South Sudan
Type of contract:	Fixed Term
Annual salary:	As per UN Salary Scale for South Sudan
Deadline:	30 June 2017

DUTIES AND RESPONSIBILITIES

Under the authority of the Head of Office and the direct supervision of programme Officer, the incumbent shall perform the following programme and administrative support services in compliance with UNESCO Rules and Regulations,

1. Aids Programme Specialists in the search, location, compilation, review and update of information and data used in the development of documents, work plans and budgets; enters and updates approved work plan/budget data in the electronic system, ensuring accuracy and compliance with approved amounts; runs reports from the automated systems in order to assist in the preparation of regular and ad hoc budgetary/financial updates, reports, statistics and/or projections for use and scrutiny by supervisor and responsible managers.
2. Prepares a variety of administrative documentation using examples or templates; initiates administrative procedures and ensures follow-up; reviews requests for payments against contractual obligations in the financial system, and provides information on payment status and remaining obligations to supervisor(s).
3. Organizes meetings, events and workshops by booking venues, equipment and providing other related logistical support; identifying, reviewing for style, format and accuracy, and assembling documents and pertinent information in support of such events and meetings; collating information and data for presentations; initiating procedures for associated services required; provides administrative support during the event; collects minutes and decisions.
4. Initiates travel authorizations in conjunction with meetings, workshops, conferences or sessions; makes travel arrangements; tracks and prepare itinerary and agenda; prepare associated documentation; facilitate the travels of visiting officials by providing information and preparing the necessary documentation.
5. Receives, analyses, sorts, registers and distributes correspondence, documents and process requests for data and reports; determines the importance and priority of documents received and follows-up required; drafts correspondence as well as emails/faxes; reviews, proofreads and edits out-going correspondence according to standard practices and protocol, and to ensure proper grammar, spelling and punctuation; recommends changes/corrections; and provides informal translations of documents.
7. Additional activities that may be required to ensure the success of the work team and carry out any relevant task as assigned by the Head of Office.

REQUIRED QUALIFICATIONS

EDUCATION

University degree in social sciences, public administration, international relations, or related field.

A vocational degree in combination with qualifying experience may be accepted in lieu of a university degree.

WORK EXPERIENCE

Minimum of 3 years of relevant work experience.

SKILLS/COMPETENCIES

- Knowledge of office rules, procedures, protocols to carry out a variety of administrative tasks.
- Ability to Prepare/review/edit correspondence, documents and reports; maintaining/updating filing and reference systems and other computerized systems.
- Ability to Assemble documents for meetings, facilities and equipment and use of internet/intranet and other automated forms (searching for information/documents using internet or UNESCO applications).
- Excellent computer skills (SAP, MS Office, Outlook) and organizational skills are indispensable for carrying out the work; excellent communication skills (oral and in writing); ability to meet short deadlines and work under pressure; ability to work in a multi-cultural environment is essential.

LANGUAGE

- Fluency in English.
- Solid knowledge of spelling, grammar and punctuation to draft and review correspondence and documentation. Good communication skills to answer enquiries and exchange information with staff and events participants.
- Knowledge of local language(s).

DESIRABLE QUALIFICATIONS.

WORK EXPERIENCE

Experience in secretarial, project management, administration, or related fields. Experience in United Nations Organizations, INGOs or other International Organizations will be an asset.

SKILLS/COMPETENCIES

- Knowledge of basic contracting rules and procedures, sufficient to initiate administrative procedures and enter and track contractual budgets, expenditures and balances.
- Proficiency in computer and other operating devices (photocopying, scanning equipment).

BENEFITS AND ENTITLEMENTS

UNESCO salaries consist of a basic salary and other benefits include: 30 days annual leave, family allowance, pension plan and medical insurance contributions at the applicable rates.

How to apply

Interested applicants are requested to submit their application including Motivation letter, CV and three reference contacts not later than **30 June 2017**. Applications should be sent by email to: j.recruitment@unesco.org or in **hard copy** to:

UNESCO Juba Office, South Sudan

South West of UNMISS Tongping, Juba.

Indicating clearly **Post number and Post title** on the envelope or the subject of the e-mail.

Only pre-selected candidates will be contacted. Applications of the non-selected candidates will be retained by UNESCO for reference.

Please note:

UNESCO is committed to gender equality in its programming and to gender parity within the Secretariat. Therefore, women candidates are strongly encouraged to apply. UNESCO is a non-smoking organization.

UNESCO does not charge any fee at any stage of the recruitment process.