

**Post title:** Programme Assistant, EIDA  
**Domain:** Administration  
**Post Number:** 1CAUIS0028PA  
**Grade:** G5  
**Organizational Unit:** UNESCO Institute for Statistics (UIS)  
**Primary Location:** Montreal, Canada  
**Recruitment open to:** Internal and External Candidates.  
Applicants must be Canadian citizens, permanent residents of Canada or hold a valid work permit for Quebec or Canada.  
**Type of contract:** Project Appointment (PA)  
**Approximate Net Annual Salary:** **36,973 CAD**  
**Deadline:** Until such time as a qualified candidate is identified

## OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority of the Director of the UNESCO Institute for Statistics (UIS), and the direct supervision of the Section Head, Education Indicators and Data Analysis (EIDA), the incumbent will perform secretarial and administrative tasks to support EIDA activities.

The position's main tasks and responsibilities are as follows:

1. Provide administrative support to the Head of Section:
  - a) Coordinate and undertake informal translations of correspondence, presentations, documents, and other EIDA material.
  - b) Manage travel calendar and mission reporting.
  - c) Coordinate Section contributions to Institute corporate reporting (Evaluations, Governing Board (GB), Planning and Policy Committee (PPC), etc.)
2. Take responsibility for the preparation and the logistical organisation of EIDA meetings, international workshops and other events related to the Section's programmes:
  - a) Produce budget estimates for workshops/meetings and negotiate with vendors.
  - b) Arrange for meeting facilities and equipment.
  - c) Make travel and other logistical arrangements, prepare correspondence and assemble documents for participants.
  - d) Liaise with Administration Section, as needed, on logistical and financial matters.
  - e) Take notes and prepare minutes of meetings, and follow-up on deadlines for required action.
3. Provide support in quality assurance and manage office supplies for the unit:
  - a) Draft text and manage inputs on EIDA activities for the UIS website.
  - b) Proof-read and validate formal/informal EIDA documents and website materials in English and French.

- c) Act as focal point in EIDA for the contacts database.
  - d) Organise mail-outs of correspondence and products.
  - e) Order and manage the stock of the supplies for the section.
4. Support contracting and financial monitoring using the corporate ERP systems such as DUO/FABS:
- a) Guide staff in preparation of project proposals and contracts, monitor implementation and ensure payment and evaluation at contract completion.
  - b) Create Purchase Requisitions for Fee contracts, commodity contracts, and other required contract modalities, and follow up on finalisation of contracts.
  - c) Complete Service Entry Sheets and Goods Entry Sheets.
  - d) Create and maintain database of contracts and renewal dates and initiate contract renewal processes, as required.
  - e) Produce budget and expenditure reports for Head of Section and team leaders on a regular basis.
5. Any additional activities that may be required to ensure the success of the work team to which assigned.

## REQUIRED QUALIFICATIONS

### *EDUCATION*

Completion of secondary, technical or vocational education and relevant secretarial/administrative or other training.

### *WORK EXPERIENCE*

A minimum of 5 years of professional experience in secretarial positions, preferably in UNESCO or in a UN Organization or Specialized Agency or a large international company. Demonstrated administrative skills in meetings organisation, coordination, communication and other functions.

- Experience in organizing workshops and meetings (logistics, travel, etc.).
- Experience (or demonstrated ability) in estimating workshop and meeting costs / preparing budgets.

### *SKILLS/COMPETENCIES*

- Excellent verbal and written communication skills including the ability to draft/review/revise documents, translations, as well as interact with all levels of parties/counterparts essential.
- Strong organizational and advanced coordination skills to prioritise large volumes of work having cyclical fluctuations and extremely tight timelines. Also able to organize senior manager's calendar and assist with work priorities.
- Demonstrated research, summarizing and analytical abilities.
- Good knowledge of MS Word and MS Excel required.
- Accuracy and attention to detail, initiative, team-oriented, discretion/confidentiality and service-oriented.

## **LANGUAGES**

Excellent knowledge of English or French with good knowledge of the other is required.

## **DESIRABLE QUALIFICATIONS**

### **WORK EXPERIENCE**

- Experience (or demonstrated ability) in coordinating procurement and/or Consultant contracts, within UN agency preferred, would be an asset.
- Experience using (or demonstrated ability) ERP I.T. systems would be an asset.

### **SKILLS/COMPETENCIES**

- Good understanding of contractual/logistical procedures within the UIS would be an asset.
- Knowledge of UIS/UNESCO administrative and programme processes / procedures would be an asset.

## **LANGUAGES**

- Working knowledge of Arabic, Chinese, Russian, or Spanish would be an asset.

## **BENEFITS AND ENTITLEMENTS**

UNESCO's salaries for local employees are calculated in CAD dollars and exempt from income tax. If applicable/eligible, benefits include: 30 days annual leave, family allowance, language allowance, pension plan and medical insurance. More details can be found on the ICSC Web site (<http://icsc.un.org>).

Please note that UNESCO is a non-smoking Organization.

## **HOW TO APPLY**

Please submit via email: i) a full CV using the UNESCO form available on the UIS website under '[Employment Opportunities](#)'; ii) a letter of motivation; and iii) a list of 3 references (name, title, organization, address, telephone, email), including at least one current or former direct supervisor. Address email to: [uis.recruitment@unesco.org](mailto:uis.recruitment@unesco.org), . Kindly use as email subject header: FAMILY NAME First Name PA0028 Prog Asst EIDA (e.g. SMITH Roberta PA0028 Prog Asst EIDA). **Closing date: Until such time as a qualified candidate is identified.**

**A WRITTEN EXAMINATION MAY BE USED IN THE EVALUATION OF CANDIDATES**