

Title: PROGRAMME ASSISTANT
Post Number: 5LBBSP0703RP
Grade: L-4
Organizational Unit: UNESCO Office in Beirut
Primary Location: Beirut, Lebanon
Type of contract: Fixed Term
Recruitment Open to: Internal/External
Deadline (midnight, Beirut time): 18 December 2015
Duration: Two years contract with one year probation
Application to be sent to: Beirut@unesco.org

ONLY NATIONALS ARE ELIGIBLE TO APPLY FOR THIS POSITION IN THEIR RESPECTIVE COUNTRIES

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the authority of the Director and the overall supervision of the Programme Specialist(s), the incumbent is tasked with the delivery of a range of office, financial and administrative activities in support of projects/programmes delivery:

- 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.
- 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).
- Assists in organizing 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.
- Initiates travel authorizations in conjunction with meetings, workshops, conferences or sessions; makes travel arrangements; tracks and prepare itinerary and agenda; prepares associated documentation; facilitates the travels of visiting officials by providing information and preparing the necessary documentation.
- Receives, analyzes, sorts, registers and distributes correspondence, documents and processes 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.
- Responds to enquiries and follows-up on routine outstanding matters; provides information to supervisor(s) and colleagues; makes appointments, receives visitors and takes telephone calls, answering enquiries and/or referring them to the applicable specialist. As directed, liaises with HQ services to obtain additional information/clarification. Records, updates and retrieves information, documentation and data from the Office/Bureau filing systems.
- Additional activities that may be required to ensure the success of the work team.



REQUIRED QUALIFICATIONS

EDUCATION

Secondary Education diploma.

WORK EXPERIENCE

3 to 5 years of relevant experience in an international organization is desirable.

SKILLS/COMPETENCIES

The work is somewhat varied in that it deals with programme-related information and documentation, financial data and administrative procedures and processes. Most forms are standardized and instructions readily available. There is a need to understand the programme being delivered in order to track and retrieve pertinent information; collate, assemble and prepare docket/folders; to know UNESCO systems in order to enter appropriate data and identify inaccuracies, produce reports; to prepare, assemble documentation; and to provide support for the orchestration of events.

LANGUAGES

Excellent knowledge of English and/or French. Arabic is an asset for this post.

BENEFITS AND ENTITLEMENTS

UNESCO's salaries are calculated in local currency.

Other benefits include: 30 days annual leave, dependency allowance, pension plan and medical insurance. More details on [the ICSC Web site](#).

Please note that UNESCO is a non-smoking Organization.

HOW TO APPLY

To apply, please send your CV in a P11 form (UN Personal History) together with a cover letter in English or in French, by e-mail to UNESCO Regional Bureau - Beirut: beirut@unesco.org no later than **18 December 2015**. Kindly label the subject line "Programme Assistant- L-4 (Beirut, Lebanon)".

The deadline for applications is **18 December 2015** at midnight (Beirut time).

A written test may apply for the evaluation of the candidates for this post.

UNESCO DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS.

