



United Nations  
Educational, Scientific and  
Cultural Organization

OPEN POSITION:  
Project Assistant - UNESCO Windhoek Office  
Ref. 01/014  
Starting date: 02/Jan/2014

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Under the direct supervision of the Science programme officer and under general authority of the Director, UNESCO Cluster Office, Windhoek, the subscriber in close cooperation with the Admin and Finance personnel, will perform the function inscribed below:

The incumbent will perform administrative, logistics and financial functions relating to UNESCO Windhoek Office task to support of the FETWater and the Stampriet – SDC projects. The person will perform administrative support functions in matters relating to the project which may comprise a variety of secretarial, coordination, logistics and finance functions.

The incumbent will perform the following tasks:

- Provide logistics support for meetings, workshops and training organised by the Science UNESCO Cluster Office unit;
- Arrange travel and field mission for the team - enter travel plan, contact travel agents for air ticket quotations and bookings, entering of travel request in the UNESCO travel systems, calculate DSA for participants, assist in transfer of DSAs, and follow the certification and release of travel orders for travellers and partners under the project. Follow team members for the submission of travel records for timely trip closures;
- Assist in entering contracts on UNESCO systems, following certifications and release of contracts;
- Maintain and monitor contracts by the Science UNESCO Cluster Office unit and track deliverables and payments;
- Coordinate with members of the Admin Team to ensure payments relating to the project are made on time and released to the bank;
- Follow up with bank to ensure payments made under the project have been received by beneficiaries;
- Management of project files - filing of correspondences, travel, contracts and personnel documents relating to the project;
- Provide general assistance to the Science UNESCO Cluster Office unit.

We will consider applications until 09 of December 2013. Please send your application to Mrs. Emmarentia Irion at [e.irion@unesco.org](mailto:e.irion@unesco.org)

Review of applications will begin December 16, 2014.