

**Post Title:** Senior Administrative Assistant

**Post Number:** 3CLBFM0725RP

**Grade:** G – 6

**Organizational Unit:** UNESCO/ Santiago

**Recruitment open to:** Internal / External candidate

**Type of contract:** Fixed Term Appointment

**Deadline (Midnight Santiago time) :** 27 June, 2016

#### OVERVIEW OF THE FUNCTIONS OF THE POST

The Senior Administrative Assistant is responsible for a wide range of general support services in the area of administration, financial and human resources management and logistics to the UNESCO Regional office for Education in Latin America and the Caribbean. The incumbent reports to the Finance and Administrative Officer with overall guidance from the Director of Office.

The day-to-day duties of the incumbent involve tasks like:

- Preparation of reports of implementation of RP & EXB resources on a timely basis and communicate on them.
- Monitors expenditures and compares with approved budget.
- Process payment checks based on vouchers that have been cleared for payment and examine the supporting documentation for payment requests to ensure that they are correct and complete in line with the procedures and policies of the organization
- Provide assistance with the day to day administrative and logistical issues and liaise with its various business partners like suppliers and service providers for invoices and pro-forma invoices, government agencies for utility bills and other administrative services and with banks for financial statements and bank advices
- Maintain a proper filing system for all accounting vouchers, personnel files and other administrative documents.

The work involves diverse but routine working procedures and data base systems that should be performed in a confidential environment with relative independence. The incumbent is required to have the ability to work under pressure, anticipates the volume of work and prioritizes tasks in order to meet up with deadlines.

## REQUIRED QUALIFICATIONS

### *EDUCATION*

Secondary, technical or vocational school diploma.

### *WORK EXPERIENCE*

8 to 10 years of experience preferably from the UN common system or international organisation or diplomatic representation in a position that justifies knowledge in the following areas: financial management, accounting, internal control, budgeting, human resources management, general support services and logistics

### *SKILLS/COMPETENCIES*

- Computer skills for word processing, spread sheets and Enterprise Resource Planning (ERP) tools; knowledge of SAP will be an advantage
- Strong interpersonal skills: professionalism, integrity and team spirit
- Good writing and oral communication skills
- Highly organised with the ability to prioritize tasks and file documents

### *LANGUAGES*

Excellent knowledge of English and Spanish is required (will be tested during the evaluation).

### *HOW TO APPLY*

- Please send your CV by duly filling on the [Form HR 5-1](#) and send it to the following email address: [ao.santiago@unesco.org](mailto:ao.santiago@unesco.org) including on the subject: "Application – Senior Administrative Assistant".
- Please take into consideration that only Chilean residents and foreigners with valid working permit are allowed to apply.
- No phone calls, personal queries or emails asking for the recruitment process will be accepted.
- UNESCO does not charge a fee at any stage of the recruitment process.
- UNESCO is committed to promoting gender equality within its Secretariat. Therefore, women candidates are strongly encouraged to apply. Persons with disabilities are also encouraged to apply.