

Title: Project Admin Assistant
Domain: Education
Grade: L5

Only Indian Nationals can apply for this post.

Organizational Unit: Mahatma Gandhi Institute of Education for Peace and Sustainable Development

Primary Location: New Delhi, India

Type of contract : Service Contract.

Duration of contract: One year with possibility of extension depending on availability of funds and performance

Number of Posts 3

Deadline (Midnight India) 20th January 2017

OVERVIEW OF THE FUNCTIONS OF THE POST

I. Background

Under the authority of the Director of UNESCO MGIEP and direct supervision of the Project Manager the Programme Admin Assistant shall act as administrative focal for project's overall operation and activities.

II. Main Activities:

1. Provide administrative and secretarial support to the projects ensuring the smooth and efficient functioning of the operation of its project and activities.
2. Receive, analyse, register and distribute incoming correspondence and other documents; determine the importance and priority of documents received and establish deadlines for required action or reply.
3. Support the projects in the preparation and updating of travel plans of project staff ; make travel arrangements; prepare required travel requisitions and monitor the budget; prepare materials for mission travel; arrange hotel accommodations and other related logistics in accordance with UNESCO policies, procedures and rules.
4. Undertake logistical administrative arrangements and prepare report for meetings, events and workshops organized under the projects.
5. Draft responses to written enquiries on a variety of routine and non-routine questions. Set up and monitor coherent filing system; ensuring accuracy and confidentiality; Ensure close follow up on deadlines and commitments.
6. Facilitate projects' interaction with various external partners such as government officials, donors, civil society, UN agencies and other partners through effective use of written, verbal and electronic communication.
7. Organize official events/hospitality for the projects;
8. Support in order to achieve coordinated approach to programme delivery. Facilitate the flow of knowledge and information between across the office.
9. Provide administrative support for effective knowledge management and sharing within the office; Systematic gaining and sharing of knowledge and experience related to administrative and operations support.

III. Required Qualifications And Work Experience

1. Bachelors in Commerce from university with certification in administration/ accounting.
2. At least 5 years of experience in project administration in national or international organizations.
3. Experience in handling web-based management systems. Experience with an SAP system will be considered as an asset.

IV. Languages

Fluency in English. Excellent knowledge of Hindi.

HOW TO APPLY

To apply, please send your application letter using [UNESCO CV](#) and detail resume, in English by email: mgiep.recruitment@unesco.org

Application files will have to reach MGIEP, New Delhi **before 20th January 2017 midnight** (India time). Please label the subject line "PROJECT ADMIN ASSISTANT"

A WRITTEN TEST MAY BE USED IN THE EVALUATION OF CANDIDATES

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

UNESCO is a non- smoking organization.