

Vacancy Notice

Contract Modality: Service Contract

Post Title: Programme Administrative Assistant

Social and Human Sciences (SHS)

Grade: L4/R1 as per UNESCO New Delhi Service Contract Remuneration Grid

Monthly Salary: Rs. 36,020 + up to 15% Social Security

Total Budget: 6 621 USD

Budget Code: RP 8230124021 NDL

Sector: Social and Human Sciences (SHS)

Duty Station: UNESCO, New Delhi, India

Duration: 11 months, extendable based on satisfactory performance

Date of Issue: 15 December 2016

Closing Date: 15 January 2017 midnight

Starting Date: 1 February 2017

Duties and Responsibilities:

Under the overall supervision of the Director of the UNESCO Office in New Delhi and the direct supervision of the Programme Specialist for Social and Human Sciences (SHS), the incumbent will provide administrative and programmatic support to SHS Unit focusing on achievement of the following key tasks:

1. Draft, prepare and monitor contract implementation in DUO system to ensure timely receipt of submissions and deliverables by the contractors as well as the timely disbursement of contractual payments by UNESCO upon quality service delivery (consultancy contract, SC contract, Service Contract,
2. Assist in the collection of the deliverables submitted by contractors. Ensure all work is completed within the requirements of the contracts, review invoices and verify that delivery of services is rendered in compliance with contractual obligations.
3. Maintain and keep up to date tables, databases and other financial monitoring tools related to the implementation of projects and programmes by SHS, including FABS (SAP based Financial System), DUO, SISTER (Result Based Management System) and SHS Budget Sheet;
4. Maintain and keep up-to-date SHS archive folders, in electronic and print files, related to SHS projects and Programme implementation, with particular attention to the financial archive, regarding purchase orders, fund reservations, extra-budgetary funding (UN to UN Agreement, Additional Appropriation, Fund-in-Trust) as well as regular budget funding;
5. Draft UNESCO official correspondence to partners and government officials, dispatch finalized correspondence, follow-up timely reception by the recipient;

6. Maintain and keep up-to-date contact details of UNESCO's partners (National Commissions, other UNESCO offices, UN Agencies, IGOs, NGOs, media organizations, key experts and stakeholders);
7. Assist SHS in preparation of travels for staff or invited experts, including visa processing, and ensure the logistic coordination of workshops and other Programme-related events (press conference, seminar, international workshops);
8. Undertake any other tasks as may be assigned by SHS or the Director.

Competencies:

- Knowledge of financial and budgetary processes
- Good IT skills, including good knowledge of standard office software, web content, management and social media
- Ability to work independently with minimum supervision
- Strong organizational and administrative skills
- Maintaining confidentiality

Qualifications:

Education	Bachelor university degree in the field of business, public administration, finances, or in a related field, is desired.
Experience	At least 3-5 years of relevant work experience in secretarial and/or administrative tasks, Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and knowledge of spreadsheet and database packages, experience in handling of web based management systems.
Language Requirements:	Excellent knowledge of English (written and spoken) and Hindi

Send your **application letter** and a **detailed CV** as per UNESCO CV format (see Annex 1) to Ms. Marina Faetanini at newdelhi@unesco.org and m.faetanini@unesco.org by 15 January 2017.

Only short-listed candidates will be contacted.