

Title:	Project Assistant
Domain:	"Jordanian and Syrian Youth for Heritage Conservation and Risk Prevention in Petra"
Position Number:	AMN-18-CLT-0002
Organizational Unit:	UNESCO Amman Office, Culture
Duty Station:	Amman - Jordan
Type of contract:	Service Contract (SC-6/2)
Duration of contract:	12 months (the initial contract is for 3 months probationary period)
Annual salary:	JOD 13,332
Deadline (midnight, Amman time):	09 July 2018

UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

Overview of the functions of the position

The UNESCO Amman Office is implementing a project entitled "Jordanian and Syrian Youth for Heritage Conservation and Risk Prevention in Petra". The project aims to further contribute to the management and conservation of the 'Siq' of Petra through an integrated and long-term sustainable approach. Specifically, the project has per objectives 1) the enhancement of the capacities of and provision of employment opportunities to Jordanian and Syrian youth on cultural heritage preservation and risk prevention, 2) the implementation of priority landslide risk mitigation works in Petra, with primary focus on reducing landslide risks in the 'Siq'.

Under the overall authority of the Head of the UNESCO Amman Office, and the direct supervision of the Project Officer responsible for the activities of the project "Jordanian and Syrian Youth for Heritage Conservation and Risk Prevention in Petra", the incumbent will undertake the following duties and responsibilities:

- Assist in the financial aspects of the activities by preparing documents for processing payments related to the projects' activities and office maintenance.
- Follow up with the Administrative and Financial Platform on issues related to the payments and other administrative tasks.
- Assist in organizing appointments, meetings, activities and missions.
- Prepare travel arrangements for external consultants and UNESCO experts including flight and hotel bookings, transportation, visa, travel authorization and any other requirements as needed.
- Assist in drafting contracts and administrative documents as needed.
- Prepare minutes and official correspondence in good English language, as needed.
- Review administrative and/or technical documents written in Arabic and provided by third parties.
- Assist in organizing and coordinating the logistics of workshops, seminars, field visits, and meetings related to the project and attend as needed.
- Print, scan, and photocopy all documents required when needed.
- Provide support in the visibility activities of the projects in close coordination with the supervisors.
- Carry out any other duties as requested by the supervisors and the Head of Office.

Competencies

A successful candidate will be required to demonstrate the following competencies:

Accountability
Communication
Teamwork
Innovation
Results focus
Planning and organizing
Knowledge sharing and continuous improvement

For detailed information please consult the [UNESCO Competency Framework](#)

Required qualifications

Education

- University degree in Business, accounting, public administration, or other relevant field.

Work Experience

- Up to two years of relevant professional experience in administrative and program support in the public and private sector.

Skills and competencies

- Drive for results;
- Computer Skills: including internet navigation and various office applications, such as Microsoft Office;
- Design skills: ability to utilize design programs as Photoshop, InDesign and Illustrator
- Ability to work under pressure;
- Adhere to rules and regulations;
- Ability to work accurately;
- Learning and researching;

Languages

- Arabic mother tongue is a must.
- Very good knowledge of written and spoken English

Assessment

An assessment exercise may be used in the evaluation of candidates

How to apply

Interested candidates should complete the attached UNESCO CV with a covering letter in English explaining their interest in the position and forward it electronically to the following e - mail address: recruitment.amman@unesco.org

Please indicate the position and vacancy number you are applying for. Incomplete UNESCO CV will not be processed.

Applications can also be received via fax only if internet access is not available to apply online. A completed official UNESCO CV form (available from the UNESCO home page) should be sent to fax number: +5928456.

Interested and suitable candidates should ensure that their application is submitted on or before **09 July 2018 (midnight, Amman time)**.

Due to the large number of applications received, only applicants short - listed for interview will be contacted.

Benefits and entitlements

The candidate shall be offered a Service Contract with a net salary of approximately **JOD 13,332** per annum. The initial contract is for a probationary period of 3 months renewable subject to good satisfactory service; and contingent on the availability of funding;

Other benefits include 2.5 days per month annual leave.

Please note that UNESCO is a no-smoking Organization.

*UNESCO is committed to promoting gender equality within its Secretariat. Therefore, women candidates are strongly encouraged to apply. Persons with disabilities equally are encouraged to apply.
UNESCO applies a zero tolerance policy against all forms of harassment.*

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