



Only candidates' resident in Ethiopia with authorization to work in the country are eligible to apply).

**Title:** Assistant to the Director/Programme Assistant  
**Domain:** Director Office  
**Grade:** G5  
**Organizational Unit:** UNESCO – IICBA  
**Primary Location:** Addis Ababa, Ethiopia  
**Type of contract:** Project Appointment  
**Recruitment open to:** Internal and external candidates  
**Annual salary:** As per UN salary scale  
**Deadline (midnight, Ethiopia time):** 26 June 2019  
**Application to be sent to:** [i.recruitment@unesco.org](mailto:i.recruitment@unesco.org) (UNESCO CV with cover letter)

## Overview of the Office

The UNESCO International Institute for Capacity Building in Africa (IICBA) is a Category I Institute established by the UNESCO General Conference in 1999, mandated to strengthen teacher policy and development in Africa.

## Duties and Responsibilities

Under the supervision of the Director of UNESCO-IICBA the **Assistant to the Director/Programme Assistant** provides assistance to UNESCO-IICBA Addis Ababa Office.

- Arrange and be responsible for the Director's travel logistics (organizing meetings, booking flights, obtaining visas and purchasing tickets in cooperation with the AO) which also include preparing travel plans, and completing request and claim forms. Make appointments and maintain the Director's calendar, place and screen telephone calls, and answer queries with discretion;
- Manage the immediate office of the Director with respect to communications, meetings and work flow; process and classify information; communicate sensitive information to the attention of the Director;
- Receive, analyze, register and distribute correspondences, determine the importance and priority of documents received and gather documents concerning missions.

- Prepare various documents, reports, minutes of meetings, concept notes and briefing materials for the Director on official trips and/or special meetings. Maintain policy, confidential and general management files.
- Keep lists of names, addresses and telephone numbers of ministers, government officials and members of diplomatic corps.
- Assist in organizing high level meetings, including the governing board meetings and international meetings, draft and dispatch letters of invitations when required, liaise with UNESCO HQ, Ministry of Educations, National Commissions, Africa Union and other UN Agencies. Participate in staff meetings or special meetings and take minutes or notes;
- Be in charge of communication with the governing board members. Organize the face-to-face meetings and virtual meetings and keep a record of the meetings and the board related issues.
- Provide administrative and logistical support to the programme staff by coordinating and monitoring multiple and diverse activities and work processes.
- Contribute to the monitoring of the progress of the Institute activities through compiling reports from different programmes of the Institute and up-loading in SISTER (System of Information on Strategies, Tasks and the Evaluation of Results).
- Support the programme staff in the development of project proposals in reviewing national documents, reports, data, studies, literature and research papers.
- Perform any other duties assigned by the management of the Institute.

## **REQUIRED QUALIFICATIONS**

### **EDUCATION**

University Degree or equivalent level of professional qualification in Management or related.

### **WORK EXPERIENCE**

A minimum of 5 years of relevant work experience in secretarial or administrative tasks in an international environment.

### **SKILLS/COMPETENCIES**

Excellent interpersonal and communication skills. • Excellent drafting skills in English or French. • Excellent organizational and coordination skills. • Good time management skills. • Ability to work under pressure, to deal with complex situations and flexibility to adjust work schedules and priorities. • Sense of diplomacy and professional integrity. • Discretion and capacity to deal efficiently and tactfully with people of different cultural backgrounds. • Ability to set priorities and to organize work independently based on established guidelines and general direction from the Director. • Excellent IT skills (Word, Excel, Outlook, PowerPoint, etc.).

## **LANGUAGES**

Fluent in both written and oral English.  
Fluency in at least one of the local languages.

## **DESIRABLE QUALIFICATIONS EDUCATION**

Specialized training/certification in administration and/or secretariat.

## **SKILLS/COMPETENCIES**

Knowledge of UNESCO rules, administrative procedures and standard practices. •  
Knowledge of UNESCO administrative tools (SISTER, SAP, DUO etc.).

## **BENEFITS AND ENTITLEMENTS**

UNESCO's salaries are paid in local currency. Other benefits include 30 days annual leave per annum, family allowance, medical insurance and pension plan. Please note that UNESCO is a non-smoking organization.

## **Assessment**

A written examination, in addition to competency-based oral interviews will be used in the evaluation of candidates.

## **HOW TO APPLY**

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

Application files will have to reach UNESCO before 26 June 2019 (midnight, Ethiopian time).  
Please label the subject line "*Assistant to the Director/Programme Assistant G-5*".

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