Job description

Division: UN-HABITAT Regional and Technical Cooperation Division
Section: Warsaw Office
Functional Title: Programme Assistant
Grade: GS-5
Duty station: Warsaw
Duration: One year (renewable)
Starting date: October 2008

Duties

Under the direct supervision of the Director, Warsaw Office, the Programme Assistant will perform the following duties:

1. Administrative/Office Support

   - Maintains liaison with other UN-HABITAT offices at Headquarters (Nairobi) regarding ongoing programmes/projects and other administrative matters
   - Establishes and maintains office filing and databases where required on administrative rules/procedures and project/programme administration
   - Drafting responses to correspondence and provides assistance including editing of documents and reports
   - Records incoming and outgoing correspondence and tracks completion and follows up where required
   - Keeps leave entitlement records
   - Arranges for purchasing of goods and services for the office and for maintenance of the office equipment
   - Administers and records financial transactions and records
   - Verifies payment requests from contractors and individuals
   - Maintains a register of office property and stock
   - Keep the car log
   - Arranges mission and other travel, prepares travel authorizations and liaises with UNON on DSA, ticket and visa arrangements
   - Answers telephone enquiries

2. Assistance with research

   - Conducts internet searches, compiles, summarizes and presents basic information/data on specific programmes/topics/issues
   - Prepares research reports on the executed searches for information
   - Translates selected documents

3. Assistance in arranging and running meetings

   - Assembling, copying and distributing materials
   - Scheduling conference rooms
   - Arranging dates of meetings
   - Taking minutes
   - Distributing minutes and reports of meetings

- Interpreting at meetings when required

Required competencies

Professionalism: Ability to implement administrative policies/principles, preferably related to project/ programme implementation. Affinity with budgeting and accounting. Knowledge of UN activities, in particular UN-HABITAT. Conscientious and efficient in meeting commitments, observing deadlines and achieving results. Calm in stressful situations.

Teamwork: Works collaboratively with colleagues to achieve organizational goals, supports and acts in accordance with the final group decision, solicits input by genuinely valuing others' ideas and expertise, is willing to learn from others.

Communication: Speaks and writes clearly and effectively, listens to others, correctly interprets messages from others and responds appropriately. Tailors language, tone, style and format to match audience, demonstrates openness in sharing information and keeping people informed.

Required qualifications
Completed secondary education. Additional technical training in the field of secretarial/office administration, social sciences or the humanities is desired. Ability to work in all Microsoft software and to use office machinery required. Driving license and experience of driving needed as occasionally driving the office vehicle may be required. Knowledge of UN or other international organization procedures would be an asset.

Required experience

- Minimum 5 years of work experience
- Of which some experience in international projects or organizations involving research, and provision of clerical and secretarial assistance and work in a multi-cultural setting
- Excellent drafting skills (routine correspondence and reports) are required
- Familiarity and affinity with urban development and the work of local and central government preferred

Language requirements
Fluency in written and spoken English is required. Working knowledge of written and spoken Russian is desired (translation and interpretation may be required).

The Application Process
Detailed CV in UN (P11) format (available on the UN-Habitat Warsaw Office website), letter of interest and list of current/previous supervisors with contact numbers and e-mail addresses to be submitted electronically by 22 September 2008 to Przemyslaw Bobak at przemyslaw.bobak@unhabitat.org

Interviews will be scheduled for the week 29 September- 3 October 2008.