



JOB DESCRIPTION

Official Job Title:	Personal Assistant to the Sub Regional Director	Duty Station: Suva, Fiji
Grade (Classified)	G-6	
Post Number:	4684	
Post Type:	<input type="checkbox"/> Rotational <input checked="" type="checkbox"/> Non-Rotational	
Classification Authority:		Date: August 2017

1. Organizational Location

Under the guidance and direct supervision of the UNFPA Representative and Director, Pacific Sub-regional Office, the Personal Assistant provides administrative and secretarial support, maintaining full confidentiality in all aspects of assignment, maintenance of protocol procedures, information flow and follow up on deadlines and commitments made.

2. Job Purpose

The incumbent performs senior level communications, administrative and secretarial support to the UNFPA Representative and Director, Pacific Sub-regional Office in close collaboration with APRO. The incumbent also provides organizational functions of the office in terms of: providing effective communications support to the office; ensure facilitation of knowledge building and management; provide logistical support; and coordinates the secretarial services of the office.

3. Major Activities/Expected Results

- Ensure optimal communication flows between the UNFPA Representative and Director office and staff of the sub regional office and other Units (APROs, COs and HQs) as well as external counterparts, through effective use of written, verbal and electronic communication;
- Log and route incoming documents from the director/deputy to the office staff for action; review and ensure conformity to the Fund's guidelines and procedures of all outgoing correspondence and submit for the director's signature;
- Draft non-substantive correspondence, takes dictations and types correspondence, documents and reports ensuring that spelling, punctuation and format are correct; respond to requests for information, which may be of a confidential nature, in a timely, discrete and accurate manner;
- Research files, collect requested information and organize material to meet the director/deputy's needs. This includes the preparation of information and/or briefs, summaries and background documentation required by the director/deputy for all official missions and special meetings;

- Takes and transcribes shorthand;
- Prepares drafts of routine correspondence, takes and distributes minutes of senior management team (SMT).
- Coordinates and oversees clerical procedures, standards, workload of other programme assistants in the office, etc. Takes the lead in initiating and implementing improvements to administrative work flow, processes and procedures throughout the office and provides training and mentorship to Programme Assistants towards administrative efficiencies;
- Manages the incoming and outgoing correspondence for the UNFPA Representative and Deputy Representative;
- Maintains calendar of appointments and meetings of supervisor;
- Distributes correspondence to relevant staff for action;
- Maintains and update monitoring plan (including missions, travel plans, Office calendar, leave plan and bookings of meeting rooms.);
- Writes letters for Pledges;
- Maintains and updates the Pledge Table and payments
- Receives incoming calls and screen for purpose, appropriate respondents etc.
- Responds to routine enquiries, scheduling requests etc.
- Receives and supports visitors/guests for the UNFPA Representative and Director;
- Provide support to meetings called by the UNFPA Representative and Director;
- Set up and monitor the Sub Regional Office filing system and a follow-up system; organize and maintain the directorate filing system, and maintain up-to-date electronic mailing lists;
- Responsible for protocol matters, manage the director/deputy's calendar and schedule of appointments and meetings, receive high-ranking visitors/officials; take minutes and /or notes, as required; and answer and screen calls with tact and discretion;
- Provides protocol and cultural guidance, liaison with government and donor officials;
- Monitors/updates established protocols in all Pacific Island Countries and advise staff accordingly;
- Updates list of Diplomatic Missions.
- Make travel arrangements for the UNFPA Representative and Director ; monitor the budget of the directorate; set up and manage administrative files on the SRO's mission travel, mission reports, administer the RO's leave attendance; and coordinate the preparation and updating of the RO's travel plan;
- Assist in the preparation and finalization of the SRO Office Management Plan; and prepare informal translations; may act as interpreter, as required; and
- Perform any other duties, as may be required by the Directorate.

4. Work Relations

Internal partners include, members of the SRO's programme/technical support team, APRO, COs and HQs to resolve policy and procedural issues, and region specific issues.

External partners include project implementation partners of the Region's core global programme; and academic institutions' professional societies, NGOs, IGOs, libraries and database for research assistance.

5. Job Requirements

Education:

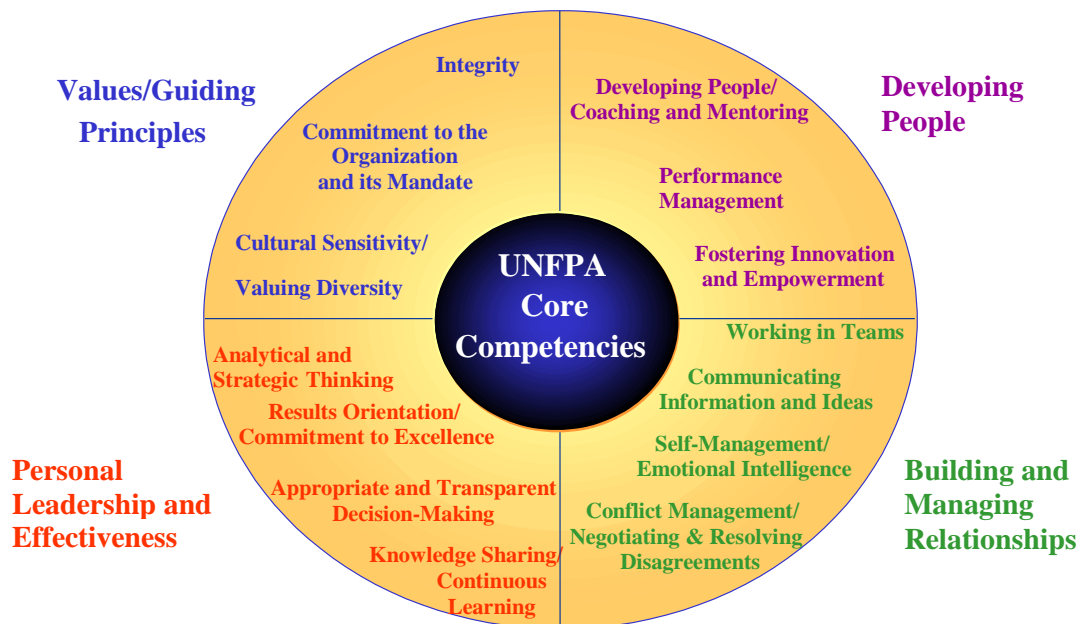
Completion of a High School Diploma or an equivalent completion of a Secondary level of education is required or a First (Bachelor's) Degree in the field of Administration and/or Management is desirable but not required;

Knowledge and Experience:

- 6 years previous experience in administration and senior secretarial level
- Some experience in research assistance;
- Successful completion of UN clerical test;
- Previous experience in the UN an advantage, and knowledge of protocol;
- Strong interpersonal and organizational skills;
- Computer literacy - Word, Excel, Power-point, etc.;
- Good knowledge of Atlas/PeopleSoft;
- Good writing and communication skills.

Required Competencies:

Core Competencies: See the Diagram Below



ii.) Functional competencies

- Logistical support
- Managing data
- Managing documents, correspondence and reports
- Managing information and workflow
- Planning, organizing and multi-tasking
- Managing financial processes
- Job knowledge/technical expertise

Languages: Fluency in English is required.

Other Desirable Skills:

Initiative, sound judgment, strong interest in development work, especially the mission of the United Nations Population Fund and dedication to the principles of the United Nations.

6. Signatures/Certification:

Incumbent's Name & Signature (If Applicable)	_____ <Enter Incumbent's Name Here> _____ <Date>
Supervisor's Name & Signature	_____ UNFPA Deputy Representative _____ <Date>
Director's Name & Signature	_____ Director Sub Regional Office _____ <Date>