



## Personal Assistant to Representative

<b>Job title:</b>	<b>Personal Assistant to Representative</b>
<b>Level:</b>	<b>GS-6</b>
<b>Position Number:</b>	<b>00013412</b>
<b>Location:</b>	<b>Dili, Timor Leste</b>
<b>Full/Part time:</b>	<b>Full-Time</b>
<b>Fixed term/Temporary:</b>	<b>Fixed Term</b>
<b>Rotational/Non Rotational:</b>	<b>Non-Rotational</b>
<b>Duration:</b>	<b>One year (renewable)</b>
<b>Posted date:</b>	<b>16 April 2019</b>
<b>Deadline:</b>	<b>30 April 2019</b>

### The Position:

The Personal Assistant (PA) provides critical senior level, administrative, secretarial and communications support, as a direct report of the Country Representative.

### How you can make a difference:

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's new strategic plan (2018-2021), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results; we need staff who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

### Job Purpose:

As the key administrative support to the Country Representative, you will be responsible for maintaining full confidentiality, upholding protocol, managing information flow and following up on deadlines and commitments. You will also facilitate knowledge building and management; provide logistical support; support communications; and coordinate secretarial services.

### You would be responsible for:

- Ensuring optimal communication flows between the Representative and the staff of the CO, as well as external counterparts. In consultation with other CO personnel, responding to requests for information, in a timely, discrete manner.
- Preparing documentation and presentations, including correspondence, briefs and reports, and researching and collating material to meet the Representative's needs for official trips and meetings.



- Undertaking logistical administrative and financial arrangements in consultation with the Operations Manager/ Operations Specialist, for meetings and workshops organised by the Representative's Office.
- Coordinating the secretarial services of the CO, including briefing and training new secretaries, guiding other secretaries on office procedures, and distributing special administrative assignments.
- Managing the Representative's calendar and schedule of appointments; receiving high-ranking visitors/officials; and taking minutes as required.
- Managing all aspects of the Representative's travel arrangements, including maintaining appropriate files and reports and monitoring the budget of the Representative's Office;
- Assisting in the preparation and finalisation of the CO Office Management Plan, including the preparation of information translations, and acting as interpreter if required.

### **Qualifications and Experience:**

#### **Education:**

Completed Secondary Level Education required. First level university degree desirable..

#### **Knowledge and Experience:**

- Relevant experience in administration (Six years for Secondary School or three years for University degree).
- Some experience in research assistance.
- Strong interpersonal and organisational skills.
- Proficiency in current office software applications and corporate IT financial systems.
- Good written and verbal communication skills.

#### **Languages:**

Fluency in English; knowledge of Tetum and Portuguese is desirable.

#### **Required Competencies:**

##### **Values:**

- Exemplifying integrity,
- Demonstrating commitment to UNFPA and the UN system,
- Embracing cultural diversity,
- Embracing change

##### **Functional Competencies:**

- Providing logistical support
- Managing data
- Managing documents, correspondence and reports
- Managing information and work flow
- Planning, organising and multitasking

**Core Competencies:**

- Achieving results,
- Being accountable,
- Developing and applying professional expertise/business acumen,
- Thinking analytically and strategically,
- Working in teams/managing ourselves and our relationships,
- Communicating for impact

**Managerial Competencies:**

- Providing strategic focus,
- Engaging in internal/external partners and stakeholders,
- Leading, developing and empowering people, creating a culture of performance
- Making decisions and exercising judgment

**Compensation and Benefits:**

This position offers an attractive remuneration package including a competitive net salary plus cost of living adjustment, rental subsidy, education grant, home leave, health insurance and other benefits as applicable.

**HOW TO APPLY**

Interested candidate should submit a Cover Letter and P11 form in a sealed envelope marking “Confidential” with clearly mention the post applied to UNFPA Office at Caicoli Street, Dili, Timor Leste. Or email to: [jossoares@unfpa.org](mailto:jossoares@unfpa.org), the deadline for application is 30 April 2019 at 17.00

**Women are strongly encouraged to apply. Only short listed candidates will be notified.**

**Note :** May get the P11 form at the security house of Obrigado Barracks compound (opposite to Minister of Social and Solidarity and Ministry of Health).

Approved by:  
dr. Domingas Bernardo  
Officer in Charge, UNFPA  
Country Office Timor Leste