

# Vacancy

## Announcement



**LEADER IN  
REPRODUCTIVE HEALTH AND  
POPULATION AND DEVELOPMENT**

### LEADER IN REPRODUCTIVE HEALTH AND POPULATION AND DEVELOPMENT

**RE-ADVERTISEMENT:**

**Post Title:** Personal Assistant to the Representative  
**Type of Contract:** Fixed-Term  
**Position Number:** 00006916  
**Level:** ICS 6 (G6)  
**Duty Station:** Kampala

#### **Organizational Context and Main Tasks and Responsibilities:**

##### **Under direct supervision of the Representative, the Personal Assistant to the Representative (PA to Rep.) will:**

- Provide support to the office of the Representative by coordinating and monitoring relevant business processes and procedures and activities, paying attention to detail and adhering to deadlines.
- Effectively provides general research support from records, reports and prepares periodic and ad hoc reports on programme and project activities.
- Prepares and maintains records documents and control plans for the monitoring of administrative and financial function of the office of the Representative
- Manage the schedule and work program of the Representative, including official receptions Keeps Representative informed by providing relevant information, reports or status updates
- Maintain telephone and address directory of all stakeholders, particularly frequently called persons.
- Organize meetings for Representative; initiates and coordinates preparation of agenda and necessary documentation for meetings as well as workshops and conferences; acts as Secretary to the meetings.
- Maintain filing system for office of the Representative in accordance with established classification system
- Draft routine correspondence
- Act in accordance with the Standards of Conduct for the International Civil Service
- Demonstrate loyalty and commitment to the aims, principles and purposes of the UN system and UNFPA
- Perform other administrative and logistic support duties as required

#### **Required Competencies:**

##### **Functional competencies:**

- Business Acumen
- Client orientation

- Implementing management systems

#### **Core Competencies:**

- Values: Integrity/Commitment to mandate, Knowledge sharing/Continuous learning, Valuing diversity
- Personal Leadership and Effectiveness: Strategic and analytical thinking, Results orientation/Commitment to excellence, Appropriate and transparent decision making
- Embrace cultural diversity
- Embrace change
- Managing Relationships: Working in teams, Communicating information and ideas, Conflict and self management

#### **Job Requirements:**

- A University Degree or equivalent with at least six years relevant experience in an international organization or in the private sector.
- Fluency in English, speaking and writing.
- Incumbent is expected to have thorough knowledge and use of all relevant computer software applications.
- Ability to multitask in a fast paced dynamic and diverse environment.

#### **Applications**

1. A full job description of the position can be accessed on <https://erecruit.partneragencies.org> and only online applications using this link will be accepted.

#### **Additional Information:**

- We will only be able to respond to those applicants in whom the Country Office has further interest.
- UNFPA offers an attractive compensation package commensurate with experience
- UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status
- UNFPA provides a work environment that reflects the values of gender equality, teamwork, respect for diversity, integrity, and a healthy work life balance.

**Deadline for applications: 6th October 2017**

**IMPORTANT: There are NO application processing or other fees at any stage of UNFPA application processes**