



Assistant to Head of Office

Job title:	Assistant to Head of Office
Level:	GS-6
Position Number:	
Location:	Ulaanbaatar, Mongolia
Full/Part time:	Full-Time
Fixed term/Temporary:	Fixed Term
Rotational/Non-Rotational:	Non-Rotational
Duration:	One year (renewable)

The Position:

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

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 strategic plan (2022-2025), reaffirms the relevance of the current strategic direction of UNFPA and focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. These results capture our strategic commitments on accelerating progress towards realizing the ICPD and SDGs in the Decade of Action leading up to 2030. Our strategic plan calls upon UN Member States, organizations and individuals to "build forward better", while addressing the negative impacts of the Covid-19 pandemic on women's and girls' access to sexual and reproductive health and reproductive rights, recover lost gains and realize our goals.

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 Head of Office, 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 Head of Office 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 Head of Office'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 Head of Office's Office.
- Coordinating the secretarial services of the CO, including briefing and training new secretaries, guiding other assistants on office procedures, and distributing special administrative assignments.
- Managing the Head of Office's calendar and schedule of appointments; receiving high-ranking visitors/officials; and taking minutes as required.
- Managing all aspects of the Head of Office's travel arrangements, including maintaining appropriate files and reports and monitoring the budget of the Head of Office'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.
- Maintains office management files; act as office document filing focal point
- Performs other duties as required

Qualifications and Experience:

Education:

Completed Secondary Level Education required. First level university degree in Communications, International or Public Relations or related field desirable.

Knowledge and Experience:

- Six years of relevant experience in administration.
- 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 and Mongolian and ability to communicate clearly and concisely both verbal and written; knowledge of other official UN languages, preferably French and/or Spanish, is desirable.

Required Competencies:

<p>Values:</p> <ul style="list-style-type: none"> • Exemplifying integrity, • Demonstrating commitment to UNFPA and the UN system, • Embracing cultural diversity, • Embracing change 	<p>Functional Competencies:</p> <ul style="list-style-type: none"> • Providing logistical support • Managing data • Managing documents, correspondence and reports • Managing information and work flow • Planning, organising and multitasking
<p>Core Competencies:</p> <ul style="list-style-type: none"> • 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 	<p>Managerial Competencies:</p> <ul style="list-style-type: none"> • 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