**JOB DESCRIPTION**

| **Official Job Title:** | **Administrative Assistant Duty Station: Ukraine, Kyiv** | |
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| **Grade (Classified)** | **GS-5** | |
| **Post Number:** | **00131992** | |
| **Post Type:** | **☐ Rotational ☒ Non-Rotational** | |
| **Duration:** |  | |
| **Organizational Unit:** | **UNFPA Ukraine CO** | |
| **Classification Authority:** |  | **Date: Nov 2022** |

**1. Organizational Location**

| The Administrative Assistant position is located in Ukraine country office. Under the direct guidance and supervision of the International Operations Manager , and as a member of the operations team, the Administrative Assistant provides administrative and logistical support to the office, maintaining full confidentiality in all aspects of assignment, maintenance of protocol procedures, information flow and follow up on deadlines and commitments made. |
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**2. Job Purpose**

| The Administrative Assistant provides administrative and logistical support to UNFPA Ukraine Country Office. |
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**3. Major Activities/Expected Results**

| ● Handle travel arrangements for office personnel, including arrangement of visa, accommodation and transportation.  ● Assists International Operations Manager on procurement, administrative tasks related to the premises, daily office operations, and any required logistical support for newcomers.  ● Handles office pouch, mailing system and customs clearances for shipments.  ● Acts as Requestor or Buyer in ATLAS to process Requisitions and/or Purchase Orders.  ● Provides assistance in ensuring logistics for UNFPA organized office activities.  ● Liaises with relevant MOFA departments and other state entities to obtain relevant clearances, accreditation, permissions and etc in relation to CO premises and staff.  ● Coordinates vehicle schedule. Arranges regular vehicle maintenance and insurance. Checks vehicle daily log and gas consumption.  ● Acts as custodian for office stationery supplies including maintenance of stock list of stationery, distribution of stationery as required by staff and keeping a log of distribution.  ● Assists International Operations Manager in maintaining assets in Atlas, issuance of assets to staff, regular clean-up of Asset Dashboard.  ● Translates and drafts letters, memos and other documents as well as provide oral translation as needed.  ● Ensures quality and completeness of filing of administrative documents.  ● Acts as a back up to Petty Cash Custodian under the supervision of the International Operations Manager.  ● Acts as a back up to the Focal Point for Common premises and all premises related issues. Enter data to COREM.  ● Vendor relations, including vendor performance monitoring and oversight.  ● Act as Green Focal Point    ● Undertakes other tasks as may be assigned by his/her supervisor. |
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**4. Work Relations**

| The Administrative Assistant works with and provides support to the members of the Ukraine Country Office, both programme and operations. Contacts with staff and other personnel to promote achievement of common goals and shared objectives and demonstrate personal commitment to UNFPA’s mandate and organizational vision. |
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**5. Job Requirements**

| **Education:**    Completed secondary level education required. First level university degree desirable.    **Knowledge and Experience:**    ● 5 years of previous relevant experience in secretarial/administrative functions;  ● Some experience in research assistance;  ● Previous experience in the UN is an asset;  ● Knowledge of protocol;  ● Strong interpersonal and organizational skills;  ● Computer literacy - Word, Excel, Power-point, etc.  ● Knowledge of Atlas/PeopleSoft or other ERP system is an asset;  ● Good writing and communication skills.    **Required Competencies:**    **Values:**  ● Exemplifying integrity  ● Demonstrating commitment to UNFPA and the UN system  ● Embracing cultural diversity  ● Embracing change    **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    **Functional Skill Set:**  ● Providing logistical support  ● Managing data  ● Managing documents, correspondence and reports  ● Managing information and work flow  ● Planning, organizing and multitasking    **Languages:** Fluency in English, Ukrainian, and Russian is required. |
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