Executive Assistant - (1904944)

Grade: G5

Contractual Arrangement: Temporary appointment under Staff Rule 420.4

Contract duration: 24 months

Posting Date: Nov 11, 2019, 12:13:29 PM

Closing Date: Dec 3, 2019, 4:29:00 AM

Primary Location: Bangladesh-Cox's Bazaar

Organization: SE_BAN WR Office, Bangladesh

Schedule: Full-time

IMPORTANT NOTICE: Please note that the deadline for receipt of applications indicated above reflects your personal device's system settings.

OBJECTIVES OF THE PROGRAMME

The mission of WHO's Health Emergency Programme is to help countries, and to coordinate international action, to prevent, prepare for, detect, rapidly respond to, and recover from outbreaks and emergencies.

DESCRIPTION OF DUTIES

Under the overall guidance of Head of Office, WHO Cox's Bazar sub Office, and the direct supervision of the Technical Officer (Admin & Finance), the incumbent:

1. Drafts/prepares general correspondences ensuring grammatical accuracy, spelling, format and conformity with procedural directives and assist in preparing technical presentations.

2. Supports the Head of Office in planning his day to day appointments, meeting with visitors and dignitaries ensuring adequate follow-ups wherever required ensuring high level of professionalism in handling high level visitors/dignitaries.

3. Maintain close coordination with the Offices of other UN Agencies in Cox's Bazar for effective coordination of meetings and other official engagements.

4. Maintain updated list of all Heads of Agencies, Senior National Authorities, important INGOs and NGOs who are actively collaborating with WHO programme for effective coordination of meetings and appointments.

5. Takes minutes of meetings - Management Meeting, Staff Meeting and circulate to all relevant staff as directed by the Head of Office.

6. Update the Head of Office with timely information on critical areas wherever required including updated Award balances, pending issues that requires attention.

7. Reviews and verifies various contractual documents and corresponding materials, purchase requests, and contract extensions/renewals to ensure compliance with existing rules and procedures before clearance by Head of Office.

8. Monitors encumbrances and unspent balances in Awards and provides budgetary and financial data including analysis for the attention of Head of Office.

9. Raise Travel Requests in GSM, make flight and hotel reservations, prepare travel files and other related functions as requested or on own initiative.

10. Initiate, through GSM procurement module, Agreements for Performance of Work (APW), Technical Services Agreements (TSA), and General External Services (GES) requests. Monitor and record receipt of deliverables and initiate and monitor payments as needed.

11. In close collaboration with other support staff, create and/or maintain filing systems; continual review of filing system to ensure information is up to date and effectively and efficiently used.

12. Ensures all programme technical reports and corresponding documents are maintained in line with WHO standards, rules, practices and procedures.

13. Reviews obligation documents in GSM that comes for approval of Head of Office, checks them for completeness, and follows on missing information to ensure compliance of WHO rules.

14. Using appropriate tracking tools, follow-up on and ensure that target dates and deadlines are met, and that correspondence and queries are responded to in a timely manner.

15. Perform any other related duties as required.

REQUIRED QUALIFICATIONS

Education
**Essential:** Completion of secondary school education.

**Desirable:** Bachelor's degree in Business Management, Public Administration, Human Resources, Accounting/related business field would be an asset. Training in administrative and office management practices would be an advantage.

**Experience**

**Essential:** At least five (5) years' experience in administrative and programme support work.

**Desirable:** - Working experience in WHO or another UN agency or international organization is an asset. - Experience in Oracle-based or other ERP system would be an added advantage.

**Skills**

- Very good knowledge of modern office procedures and practices, ability to draft correspondence, compile information and prepare summaries, take notes and produce required drafts, ability to carry out a wide variety of office management tasks.
- Proficiency in Microsoft Office applications. The incumbent maintains and updates proficiency in the use of modern office technology through in-house courses, on-the-job training and/or self-training. He/she keeps abreast of changes in procedures and practices, regulations and rules, organizational structure, in WCO-BAN.

**WHO Competencies**

- Teamwork
- Respecting and promoting individual and cultural differences
- Communication
- Producing results
- Moving forward in a changing environment

**Use of Language Skills**

**Essential:** Expert knowledge of English. Expert knowledge of Bangla.

**REMUNERATION**

WHO offers staff in the General Services category an attractive remuneration package, which for the above position includes an annual net base salary starting at BDT 1,292,596 (subject to mandatory deductions for pension contributions and health insurance, as applicable) and 30 days of annual leave.

**ADDITIONAL INFORMATION**

- This vacancy notice may be used to fill other similar positions at the same grade level
- Only candidates under serious consideration will be contacted.
- A written test may be used as a form of screening.
- In the event that your candidature is retained for an interview, you will be required to provide, in advance, a scanned copy of the degree(s)/diploma(s)/certificate(s) required for this position. WHO only considers higher educational qualifications obtained from an institution accredited/recognized in the World Higher Education Database (WHED), a list updated by the International Association of Universities (IAU)/United Nations Educational, Scientific and Cultural Organization (UNESCO). The list can be accessed through the link: http://www.whed.net/. Some professional certificates may not appear in the WHED and will require individual review.
- Any appointment/extension of appointment is subject to WHO Staff Regulations, Staff Rules and Manual.
- Staff members in other duty stations are encouraged to apply.
- For information on WHO's operations please visit: http://www.who.int.
- WHO is committed to workforce diversity.
- WHO’s workforce adheres to the WHO Values Charter and is committed to put the WHO Values into practice.
- WHO has a smoke-free environment and does not recruit smokers or users of any form of tobacco.
- This post is subject to local recruitment and will be filled by persons recruited in the local commuting area of the duty station.