Team Assistant - (1904945)

Grade: G4
Contractual Arrangement: Temporary appointment under Staff Rule 420.4
Contract duration: 24 months
Posting Date: Nov 12, 2019, 8:30:47 AM
Closing Date: Dec 4, 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 Emergency 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.
2. Supports smooth functioning of Cox's Bazar emergency admin operations by ensuring all relevant and timely follow-ups with colleagues both in Dhaka and Cox's Bazar Offices, as required.
3. Assist in review of various administrative correspondences relating to Cox's Bazar emergency operations to ensure compliance with existing rules and procedures.
4. Using GSM, prepare travel requests for official WHO travel. Make flight and hotel reservations, prepare travel files and deal with other related matters as requested or on own initiative.
5. Using GSM Procurement module, initiate purchase requisitions such as for Agreements for Performance of Work (APW), Technical Services Agreements (TSA), and General External Services (GES), Imprest POs, Direct Implementation as requested by the supervisor.
6. Maintain updated monitoring sheet of all purchase requisitions for easy follow-up of deliverables and closure including assistance for recording receipt of deliverables.
7. In close collaboration with other support staff, create and/or maintain updated internal database, filing systems, tracking tools and follow-up mechanisms for easy reference and retrieval of information.
8. Assist in searching, compiling and maintaining information/material relevant to the Cox's Bazar emergency operation preparation of reports and documents; maintain and update internal data bases, as necessary
9. 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.
11. Perform other duties as assigned by the supervisor.

REQUIRED QUALIFICATIONS

Education

Essential: Completion of secondary school education.
Desirable: Bachelor's degree in Business Management or related field would be an asset. Training in administrative and office management practices would be an advantage.

Experience
Essential: At least three (3) years’ experience in administrative and programme support work.

Desirable: • Experience in general administration, human resources, finance or program support areas in UN Agency, international organization, NGO 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

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 1,034,079 (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.