

## General Service Roster for Temporary and Fixed Term G4/G5 Positions - (1806214)

**Grade:** Multiple grade levels

**Contractual Arrangement:** Multiple contractual arrangements

**Contract duration:** Between 1 to 24 months (depending upon requirement of Programme)

**Posting Date** Jan 21, 2019, 11:41:08 AM

**Closing Date** Feb 12, 2019, 4:29:00 AM

**Primary Location** India-New Delhi

**Organization** SE\_IND WR Office, India

**Schedule** Full-time

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

Under the overall guidance of Administrative Officer and direct supervision of NPO (as deemed appropriate), the incumbent will perform the following duties:

### GENERAL

- Receive visitors and telephone calls with tact and discretion, and acts according to the nature and urgency of each, including redirecting as appropriate.
- Provide background information for appointments with official visitors and/or staff members.
- Monitor requests for goods and services, including receipt, payment and inventory requirements.

### CORRESPONDENCE

- Draft general or administrative correspondence on own initiative or on the basis of instructions; finalize correspondence/reports for signature/clearance.
- Verify that outgoing correspondence is presented in accordance with WHO and department styles and checking language, grammar and accuracy prior to submitting for signature and clearance.
- Analyze incoming correspondence and requests in the light of background material, instructions, policies and precedents, researching, obtaining and attaching background information in anticipation of the responsible officer's needs, or redirecting them as appropriate; identify and highlight incoming documents and attach background information and identify areas requiring action by professional staff, drawing their attention to specific items.
- Ensure that technical reports and documents are in line with WHO standards, rules, practices and procedures, editing and correcting them as necessary prior to their submission for signature or clearance of relevant authority.
- 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.

### HUMAN RESOURCES

- Ensure the timely appointment/renewal of contracts, initiating requests for temporary and fixed-term staff in the HR Action Plan.

### PROCUREMENT

- Initiate, through Oracle/GSM procurement module, contracts for Consultants, 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.
- Initiate, through Oracle/GSM procurement module, requisitions for goods procurement, and monitor and receipt of deliverables.

### BUDGET & FINANCE

- Assists in the monitoring and progress review of projects and tasks in the GSM/Oracle work plan.
- Provides team members with timely information on project and task budget ceilings, award budgets, expenditure, and funds available, as required.
- Monitors income and expenditures for planning purposes.
- Promptly follows-up on financial, budgetary and any outstanding issues concerning the team/department, including ensuring timely processing of committal documents.
- Assists in the preparation of financial and technical progress reports to donors.

### INFORMATION MANAGEMENT

- 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
- Obtain documents and information from in-house and external sources as required; perform information searches (library, internet) as requested.
- Coordinate compilation of documents requested of and provided by professional staff, other Departments or Programmes to ensure they are logically compiled, formatted and assembled to facilitate the work of the Administrative Officer.

### MEETING ADMINISTRATION

- Arrange, coordinate and lead administrative preparation for meetings, seminars, workshops, including: preparing event plans in GSM/Oracle, letters of invitation, cost estimates and travel requests; assisting with preparation of documents; dispatching of materials and liaising with participants and others involved.
- Prepare presentations using PowerPoint and other software packages on own initiative or on the basis of instructions.
- Schedule team/departmental meetings, according to schedules and need; taking minutes and following up on action points to ensure timely response to the requests of the Director and preparation of minutes.
- Obtain briefing and background materials for meetings, seminars, workshops, etc. to be attended by the team's professional staff, checking their availability and ensuring they have the appropriate briefing files and documents.

#### TRAVEL

- Using GSM/Oracle, 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.

#### OTHER DUTIES

- Perform other related duties as required or instructed, including providing support to other areas of work.

### REQUIRED QUALIFICATIONS

#### Education

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

Desirable: University degree from a recognized university would be an asset.

#### Experience

**Essential:** At least 3-5 years of progressive administrative/clerical work experience.

**Desirable:** Relevant experience in WHO or another UNagency would be an asset. Knowledge and practice of Oracle-based or other ERP systems is an asset.

#### Skills

1. Thorough Knowledge of WHO Rules, Regulations and Administrative Procedures.2. Good knowledge of computer applications and software including MS Office applications.3. Ability to draft reports, correspondence concisely and clearly.4. Ability to make good working relationships.

Other skills (eg. IT) : Work requires the use of word processing facilities to create, edit, format and print correspondence and documents; spreadsheets and visual software; extensive use of e-mail and scheduling software to improve communications both internally and externally; Oracle/GSM for administrative matters.

#### WHO Competencies

1. Teamwork
2. Respecting and promoting individual and cultural differences
3. Communication
4. Knowing and managing yourself
5. Producing results

#### Use of Language Skills

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

**Desirable:**

### 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 INR 784,918 (GS.5 level) and INR 608,064 (GS.4 level) (subject to mandatory deductions for pension contributions and health insurance, as applicable) and 30 days of annual leave.