The mission of WHO is the attainment by all peoples of the highest possible level of health.

TITLE: Team Assistant

CONTRACT TYPE: Special Service Agreement (SSA)

APPLICATION DEADLINE: 24 January 2019

DURATION OF CONTRACT: 6 months with possibility of extension

UNIT/OFFICE: Environment Health Programme (EH)

DUTY STATION: Kathmandu

Salary: Lump sum package of approximately NPR 76,118 per month (Taxable)

The World Health Organization (WHO), Nepal invites applications from qualified and experienced candidates to fulfil the position of Team Assistant.

Purpose of the Position:
The incumbent contributes to the secretarial support to the WHO Country Office to implementation of WHO work plan; assist technical staff on budgets, activities and on administrative practices and procedures in line with WHO rules and regulations.

Summary of assigned duties:
Under the direct supervision of (Medical / Technical / National Profession Officer), and broad guidance of the (Administrative Officer / WHO Representative to Nepal), the incumbent provides office and secretarial support as follows:

Office Support
- Prepare correspondences for supervisor’s signature from instructions or draft and on own initiative on routine matter ensuring that spelling, punctuation and formats are correct. Type technical reports and documents, tabular materials, etc. ensuring conformity with WHO standards;
- Obtain documents and information from in-house and external sources and undertake information searches based on brief instructions/guidance;
- Keep updating, verify and maintain project inventory records;
- Maintain filing systems and ensure easy accessibility and retrieval of records.

Programme Support
- Prepare contracts for consultants, Direct Financial Cooperation (DFC), Agreement for Performance of Work (APW), Technical Services Agreement (TSA), Imprest Purchase Order (IPO general and Direct implementation), and General External Services requests (GES), record receipt of deliverables and initiate and monitor payments as needed on GSM;
- To provide secretarial support for the closure of reporting requirements for the donor funded projects and the end of biennium related administrative functions;
- Initiate requisitions for goods procurement and record receipt of deliverables on GSM.

Meetings/Duty Travel
- Support the organization of meetings, workshops, seminars, etc., including typing of lists of participants, preparation of travel requests, letters of invitation, files, presentations and slides, reservation of meeting rooms and hotel accommodation;
- Prepare Travel Requests (TR) for official travel, assist in flight and hotel reservations, prepare travel files and other related matters as requested.

Other Duties
- Receive visitors and telephone calls, answering queries and/or redirecting them to appropriate staff providing background information on purpose of appointment;
- Perform other related duties as required or instructed, including provision of support to other areas of work.
Competencies:
1. Teamwork
2. Respective and promoting individual and cultural differences
3. Communication

Functional Knowledge and Skills
- Thorough knowledge of modern office procedures and practices; the incumbent keeps abreast of changes in procedures and practices, rules and regulations, organizational structure, in the department, and WHO.
- Ability to draft standard correspondence;
- Ability to handle work in a timely and accurate manner with tact and discretion, as required.
- Ability to maintain and update knowledge in the use of office technology through in-house courses, on-the-job training and/or self-training
- Technical expertise and overall attitude of work are required competencies.

Education Qualifications:

Essential: Completion of secondary school education
Desirable: Training in secretarial practices; University degree would be an asset.

Experience:

Essential: At least three (3) years’ experience in secretarial/clerical/administrative work.
Desirable: Relevant work experience in WHO and/or in other UN/International organization would be an asset.

Other Considerations:
- Work is performed in normal working environment.
- Proficiency in the use of modern office software packages such as MS Office (Word, Excel, PowerPoint, Outlook etc.) and standard office equipment. Good working knowledge of GSM (or other Oracle-based ERP systems) is desirable.

Additional information:
- Only candidates under serious consideration will be contacted.
- A written test/interview may be used as a form of screening

Interested candidates meeting above requirements should apply to the WHO Representative to Nepal, Attn: Administrative Officer, Pulchowk, Kathmandu, NOT LATER THAN 24 January 2019 OR send applications to senepvacancy@who.int. Please submit an application along with the WHO Personal History Form (PHF). The PHF can be downloaded from website: http://www.searo.who.int/nepal/mediacentre/vacancy/en/

No telephone enquires please.

- Only short listed applicants will be contacted for test/interview etc.
- Qualified female candidates are encouraged to apply

"WHO is committed to workforce diversity"

WHO has a smoke-free environment and does not recruit smokers or users of any form of tobacco.