Team Assistant - (1900322)

Grade: G4  
Contractual Arrangement: Fixed-term appointment
Contract duration: One year
Posting Date: Jan 24, 2019, 3:31:48 PM
Closing Date: Feb 14, 2019, 4:29:00 AM
Primary Location: Sri Lanka-Colombo
Organization: SE_SRL WR Office, Sri Lanka
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 overall objective of the program is to reduce the health consequences of emergencies, disasters, outbreaks, food safety events, environmental/occupational hazards and their economic impact. Objective 1: To enhance capacity building on emergency risk management (disaster preparedness and response) in the health sector Objective 2: To strengthen capacity for preparedness and timely response to disasters and outbreaks. Objective 3: To ensure the effective coordination mechanism is in place with all stakeholders in emergencies, disasters and outbreaks.

DESCRIPTION OF DUTIES

Under the direct supervision of National Professional Officer (Emergency Risk Management) and broad guidance of the Administrative Officer, the incumbent provides office and secretarial support as follows:

- Screen incoming correspondence, attaching background information or related file to staff concerned, highlighting issues requiring attention; draft replies to general and administrative matters; type technical reports and documents, tabular materials, etc., ensuring conformity with WHO standards; assist in preparing presentations; follow-up on deadlines to ensure timely response,
- Obtain documents and information from in-house and external sources and undertake information searches based on brief instructions/guidance
- Maintain filing systems and ensure easy accessibility and retrieval of records,
- Prepare contracts for consultants, Agreement for Performance of Work (APW), DFCs, Technical Services Agreement (TSA) and General External Services requests (GES), record receipt of deliverables and initiate and monitor payments as needed,
- Support all categories as the centralized focal point for goods/S&E procurement. Receives proposals, call for quotations, initiation of POs, shipment and customs clearance, ensuring the delivery of goods on time to the counterparts. Perform record receipt of deliverables,
- Support Missions, Study Tours, Meetings etc; including typing of lists of participants, preparation of travel requests, letters of invitation, files, presentations and slides, help to reserve the hotel accommodation for participants etc. when necessary,
- Prepare travel requests for official travel, make flight and hotel reservations, prepare travel files and other related matters as requested,
- Receive visitors and telephone calls, answering queries and/or directing them to appropriate staff providing background information on purpose of appointment,
- Provide back-up to other team members; perform other related duties as required or instructed, including provision of support to other areas of work.

REQUIRED QUALIFICATIONS

Education

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

Experience

Essential: At least three (3) years’ experience in secretarial/clerical/administrative work
Desirable: Experience in WHO or in another UN/International organization would be an advantage

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

WHO Competencies

- Teamwork
- Respecting and promoting individual and cultural differences
- Communication
• Producing results

Use of Language Skills

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 LKR 1,187,118 (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.

• For information on WHO’s operations please visit: http://www.who.int.

• WHO is committed to workforce diversity.

• 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.