

**OHCHR GUATEMALA
VACANCY ANNOUNCEMENT GUA/09/HC-AH/01 - 017/2010**

I. Position Information

Job code title: **Executive Assistant to Deputy Representative**
Pre-classified Grade: ICS-5
Supervisor: Deputy Representative

II. Organizational Context

Under the guidance and direct supervision of the OHCHR Deputy Representative, the Executive Assistant ensures effective and efficient functioning of the Representation's Office, full confidentiality in all aspects of assignment, maintenance of protocol procedures, management of information flow and follow-up on deadlines and commitments made.

The Executive Assistant works in close collaboration with the Representation Office, Programme and Administration units, and national authorities to ensure efficient flow of information, actions on instructions, agendas.

III. Functions / Key Results Expected

Summary of key functions:

- Effective and efficient functioning of the Representation's Office
- Effective communications and administrative support to the office
- Facilitation of knowledge building and management

1. Ensures **effective and efficient functioning of the Representation's Office** focusing on achievement of the following results:

- Management of the Deputy Representative office, ensuring an environment of professionalism and teamwork at all times, and setting exemplary standards of conduct for the OHCHR team;
- Efficient and discreet management of the Deputy Representative's schedules
- Organization of regular and ad-hoc meetings; preparation of minutes and summaries of actions to be taken; tracking of progress on planned issues; follow-up with focal points.
- Responsible to prepare informal translations and may act as interpreter when required by the supervisor.
- Responsible for gathering information for weekly, monthly, quarterly and annual reports and participates in final editing.

- ❑ Support the Executive Associate to RR on screening of all incoming communications, filter outgoing correspondence for supervisor's signature, clearance and further action by other staff; wherever possible.
- ❑ Supports the Executive Associate to RR in providing assistance in activities conducted by Representation's Office. Also, assists in the preparation of national and international workshops, seminars and courses.
- ❑ Adherence to appropriate protocol and correspondence guidelines by OHCHR team when communicating with Government and other external partners;
- ❑ Use of automated office management system

2. Ensures provision of **effective communications and administrative support to the office** focusing on achievement of the following results:

- ❑ Maintenance of the Representation's Office filing system ensuring safekeeping of confidential materials. Use of automated filing system.
- ❑ Coordination of the information flow in the office and dissemination of corporate and interoffice communication to staff as required.
- ❑ Facilitation of information sharing with Programme and Administration's Teams.
- ❑ Follow up on deadlines, commitments made, actions taken and coordination of collection and submission of the reports to the Deputy Representative.
- ❑ Draft routine correspondence, interoffice circulars, general briefing notes, documents, reports, and minutes of meetings when requested, translations when required;
- ❑ Administration of travel, meetings, appointments and briefings of Deputy Representative. Including drafting of background notes.
- ❑ Maintenance of Teams' status reports, best practices, lessons learned, forwarding such documentation to IT Manager for publishing on section intranet and compiling of information for resource mobilization and communications officers.
- ❑ Support to organization of advocacy events if required

3. Ensures **facilitation of knowledge building and management** focusing on achievement of the following results:

- ❑ Sound contributions to knowledge networks and communities of practice.
- ❑ Support in the organization of trainings for OHCHR staff on coordination, administration and protocol issues.
- ❑ Support and represent the Executive Associate to RR during her absence, to perform and assume all tasks related to this responsibility, including attendance to Representative, as well those tasks involved with his/her responsibility.
- ❑ Assist and support the Executive Associate to RR to carry out her duties following the office mechanisms for the best interest of Representation's Office and to assure the effectiveness of office desired results.

IV. Impact of Results

The key results have an impact on the efficiency of the OHCHR Deputy Representative's office. Accurate analysis and presentation of information strengthens the capacity of the Deputy Representative's office and promotes the image of the OHCHR as an effective contributor to the development of the country. Incumbent's own initiative is decisive in results of work and timely finalization.

V. Competencies and Critical Success Factors

Corporate Competencies:

- Demonstrates commitment to OHCHR's mission, vision and values.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies:

Knowledge Management and Learning

- Shares knowledge and experience
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills

Development and Operational Effectiveness

- Ability to perform a broad range of activities aimed at effective and efficient functioning of Deputy Representative's office, including data/schedule management, maintenance of protocol, information flow.
- Confidentiality
- Ability to provide input to business processes re-engineering

Leadership and Self-Management

- Focuses on result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humored even under pressure
- Demonstrates openness to change and ability to manage complexities

VI. Recruitment Qualifications

Education:	Secondary Education with specialized secretarial training or office management.
Experience:	3 to 5 years of progressively responsible secretarial, administrative, programme experience is required at the national or international level. Experience in the usage of computers and office software packages (MS Word, Excel, etc), experience in handling of web based management systems.
Language Requirements:	Fluency in English and Spanish languages of the duty station (proven drafting ability in both languages)

Interested candidates shall meet all requirements and submit application letter, enclosing P11 form and resume (*applications may be submitted in Spanish or English*). Please ensure that application is sent to the following address no later than Wednesday, 4 August 2010:

- a) Sealed envelope quoting as reference: "Executive Assistant to Deputy Representative", GUA/09/HC-AH/01 – 017/2010, 5a. Avenida 5-55, Zona 14, Edificio Europlaza, Torre III, Nivel 14, OR
- b) By e-mail to eramirez@ohchr.org.gt

Kindly submit your application to ONLY ONE of the options quoted above. Only pre-selected candidates will be contacted. Your understanding is appreciated.