



**OHCHR GUATEMALA  
VACANCY ANNOUNCEMENT – GUA/09/HC-AH/01, 001/2019**

**I. Position Information**

Job code title: **Administrative Assistant**  
Pre-classified Grade: ICS-4  
Supervisor: Unit Coordinator

**II. Organizational Context**

Under the guidance and supervision of the OHCHR Unit Coordinators, the Administrative Assistant provides support to administrative services ensuring high quality of work, ensures accurate, timely and properly recorded/documented service delivery. The Administrative Assistant promotes a client, quality and results-oriented approach.

The Administrative Assistant works in close collaboration with the Operations, Executive Associate to Representation, programme and projects staff in the OHCHR and other UN agencies staff to ensure consistent service delivery, in conformity with OHCHR strategic planning.

**III. Functions / Key Results Expected**

**Summary of Key Functions:**

- Implementation of OHCHR’s operational strategies
- Provision of administrative and logistical support
- Support to knowledge building and knowledge sharing

1. Ensures **implementation of OHCHR’s operational strategies**, focusing on achievement of the following results:

- ❑ Full compliance of administrative activities with OHCHR/UNDP rules, regulations, policies and strategies, including those related with donors, as required.
- ❑ Provision of inputs to preparation of administrative team results-oriented workplans according to Office’s and donors strategic planning activities.
- ❑ Contribute to incorporate fundamental concepts on best practice in accountability, the results-based management and approach systems, according to OHCHR’s strategy.

2. Provides **administrative and logistical support**, focusing on achievement of the following results:

- Preparation of all necessary documentation, implementation of follow-up actions, drafting correspondence, as required.
- Work in coordination with Operations Unit and the Executive Associate to Representation, in the preparation of administrative and financial documents related to different programme and project activities, to ensure OHCHR and donors' appropriate follow-up and control.
- Contribute in the preparation of documents, narrative and financial reports, according to Unit's programme and project implementation.
- Provide support for the management, planning and control of the Unit's programme and projects, including in-country and observation missions.
- Preparation, coordination and organization of events and provide logistical support, according to programme and project planning. Provide support in the systematization of events and reporting, for accountability purposes.
- Arrangement of travel and hotel reservations, preparation of travel authorizations, including collection of information for DSA, travel agencies and other administrative surveys.
- Preparation of routine correspondence, faxes, memoranda and reports, as required.
- Extracting, inputting, copying and filing data from various sources, according to Office's strategic planning of programme and project activities.
- Maintenance of administrative files and records, ensuring proper safekeeping as well as a sustainable programme and project administration.
- Provides and assists on other tasks as required by the Coordinator's Unit, to comply with the Office's strategic planning.

3. Provides **support to knowledge building and knowledge sharing**, focusing on achievement of the following results:

- Participation in training activities for operations, programme and projects staff on Office's administration and strategic planning.
- Contributions to knowledge networks and communities of practice, as a follow-up of the Office's spirit and dynamic of team work.

#### **IV. Impact of Results**

The key results have an impact on the execution of the OHCHR's Strategic Planning in administrative and logistical services in terms of quality and accuracy of work completed. Accurate data entry, presentation of information and client-oriented approach strengthens the capacity of the office in the provision of administrative/logistical services.

## V. Competencies and Critical Success Factors

### Corporate Competencies:

- Demonstrates commitment to OHCHR's mission, vision and values
- Demonstrating safeguarding ethics and integrity.
- Displays sensitivity and adaptability in the respect for diversity

### Functional Competencies

#### Knowledge Management and Learning

- Shares knowledge and experience
- Actively works towards continuing personal learning and development in one or more practice areas, acts on learning plan and applies newly acquired skills

#### Development and Operational Effectiveness

- Ability to perform a variety of repetitive and routine tasks and duties related to arrangement of meetings, office and general administration work.
- Ability to review data, identify and adjust discrepancies
- Ability to produce accurate and well documented records conforming to the required standard
- Ability to handle a large volume of work possibly under time constraints
- Good knowledge of administrative rules and regulations
- Strong IT skills

#### 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

## VI. Recruitment Qualifications

Education:	Secondary education.
Experience:	Four (4) years of relevant administrative experience. Experience in the usage of computers and office software packages (MS Word, Excel, etc.). Experience in handling of web-based management systems.
Language Requirements:	English language at intermediate level; good Spanish language oral and written.

Interested candidates shall meet all requirements and submit application letter, enclosing signed 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 31 January, 2019.

- a) Sealed envelope quoting as reference: "Administrative Assistant", GUA/09/HC-AH//01, 001/2019, 4a. Avenida 12-48, Zona10 or
- b) By e-mail to [eramirez@ohchr.org](mailto:eramirez@ohchr.org), quoting the same reference.

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