



THE UNITED NATIONS POPULATION FUND

Sub-regional Office for the Caribbean invites applications from suitably **qualified nationals**.

JOB ID NO.:	0011-JAM
CLOSING DATE:	03 September 2017
POST TITLE:	Personal Assistant
CATEGORY:	ICS-6
POST NUMBER:	00009785
POST TYPE:	Non-rotational
DUTY STATION:	Sub-regional Office, Jamaica
DURATION:	One year (renewable)
ORGANIZATIONAL UNIT:	UNFPA Sub-regional Office for the Caribbean

ORGANIZATIONAL LOCATION AND JOB PURPOSE:

The Personal Assistant (PA) to the Representative is located in the SROC/Jamaica and reports to the Representative.

The Personal Assistant provides senior level communications, administrative and secretarial support, maintaining full confidentiality in all aspects of assignment, maintenance of protocol procedures, information flow and follow-up on deadlines and commitments made. The PA also provides organizational functions to the Country Office in terms of: providing effective communications support; ensuring facilitation of knowledge building and management; providing logistical support; and coordinating the secretarial services.

Job Description, *inter alia*

- Ensures optimal communication flows between the Representative and the staff of the CO, as well as external counterparts, through effective use of written, verbal and electronic communication.
- Logs and routes incoming documents from the Representative to the CO staff for action; reviews and ensures conformity to UNFPA's guidelines and procedures of all outgoing correspondences and submits for the Representative's signature.
- In consultation with other CO personnel, responds to requests for information, which may be of a confidential nature, in a timely, discrete and accurate manner. Drafts non-substantive correspondence, documents and reports ensuring that spelling, punctuation, and format are correct.
- Drafts speeches of the Representative in consultation with relevant programme staff, prepares briefs, power-points and other presentations including computer generated visuals such as graphs. Liaise with Regional Office and support in the preparation of media and communication materials, including materials to promote UNFPA mandate and SDGs

Requirements:

Visit our website: <http://caribbean.unfpa.org/en/vacancies> for the detailed Job Description.

To apply, kindly complete and submit a United Nations Personal History Form (P-11) along with a cover letter. The P11 form can be obtained at <http://caribbean.unfpa.org/en/vacancies/un-p11-personal-history-form> Completed applications should be sent either to the mailing or email address below. **Only short-listed candidates will be contacted.**

Re: Vacancy #: 2017/03/FPA

The Director, UNFPA Sub-regional Office, Jamaica
14-20 Port Royal Street, The Seabed Building, Kingston
Email: vacancy.sroc@unfpa.org

Note:

- There is no application, processing or other fee at any stage of the application process.
- UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status.
- UNFPA provides a work environment that reflects the values of gender equality, teamwork, respect for diversity, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply.