



## JOB DESCRIPTION

<b>Official Job Title:</b>	<b>Personal Assistant to Representative/ Duty Station: SROC/Jamaica</b>	
<b>Grade (Classified)</b>	<b>GS-6</b>	
<b>Post Number:</b>	<b>00009785</b>	
<b>Post Type:</b>	<input type="checkbox"/> Rotational <input checked="" type="checkbox"/> Non-Rotational	
<b>Classification Authority:</b>	<b>DHR Director</b>	<b>Date: May 2015</b>

### 1. Organizational Location

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

### 2. Job Purpose

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 (CO) in terms of: providing effective communications support; ensuring facilitation of knowledge building and management; providing logistical support; and coordinating the secretarial services.

### 3. Major Activities/Expected Results

- 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 Director 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 provide support in the preparation of media and communication materials, including materials to promote UNFPA mandate and SDGs.

- Supports in the preparation of an information and communication protocol for the SRO (including a good information system updating all staff on upcoming and completed events through innovative mechanisms). Develops a contact list of key media network and personnel and maintains good relationship with Journalists. In consultation with the communication focal point, establishes a roster of key media partners.
- Attend meetings, press briefings and other public events as needed.
- Organizes and maintains the filing system for the Representative's Office and up-to-date electronic mailing lists.
- Responsible for protocol matters. Manages the Representative's calendar and schedule of appointments and meetings. Receives high-ranking visitors/officials. Takes minutes and/ or notes as required, and answers and screens calls with tact and discretion.
- Makes travel arrangements for the Representative. Monitors the budget of the Representative's Office, sets up and manages administrative files on the Representative's mission travel, mission reports, administers' the Representative's leave attendance, and coordinates the preparation and updating of the Representative's travel plans.
- Assists in the preparation and finalization of the CO Office Management Plan.
- Liaises with UNFPA Headquarters and Regional Information Officer in support of media activities of the SRO.
- Performs other related functions as assigned by the Representative.

#### **4. Work Relations**

- Internal contacts include, the Deputy Representative, the Liaison Officers, members of the CO's programme/technical support team, the Operations Manager/Operations Specialist, and members of the CO's administrative support team, HQ, RO's and SROs to resolve policy and procedural issues and region specific issues.
- External partners include project implementation partners of the CO, media and academic institutions, professional societies, NGOs, IGOs, and libraries and databases for research assistance.

## 5. Job Requirements

### **Education:**

Completed Secondary Level Education required. First level university degree desirable.

### **Knowledge and Experience:**

- Six years of relevant experience in administration.
- Previous experience as executive assistance roles and research assistance.
- Strong interpersonal and organizational skills. Including public relations.
- Proficiency in current office software applications and corporate IT financial systems.
- Good written and verbal communication skills.

### **Values:**

- Exemplifying integrity
- Demonstrating commitment to UNFPA and the UN system
- Embracing cultural diversity
- Embracing change

### **Core Competencies:**

- Achieving results
- Being accountable
- Developing and applying professional expertise/ business acumen
- Thinking analytically and strategically
- Working in teams/ managing ourselves and our relationships
- Communicating for impact

### **Functional Skill Set:**

- Providing logistical support
- Managing data
- Managing documents, correspondence and reports
- Managing information and work flow
- Planning, organizing and multitasking

### **Languages:**

Fluency in English is required. Working knowledge of another UN language such as French, or Spanish, is considered an asset.

