



THE UNITED NATIONS POPULATION FUND

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

JOB ID NO.:	26100
CLOSING DATE:	20 October 2019
POST TITLE:	Personal Assistant
CATEGORY:	GS-6
POST NUMBER:	00009785
POST TYPE:	Non-rotational
DUTY STATION:	UNFPA – SROC, Jamaica
DURATION:	One year (renewable)
ORGANIZATIONAL UNIT:	UNFPA Sub-regional Office for the Caribbean

Organizational Location

The Personal Assistant (PA) to the Representative is located in the Sub-regional Office for the Caribbean (SROC)/Jamaica and reports to the Representative.

Job Purpose

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

Work Relations

- Internal contacts include, the Deputy Representative, the Liaison Officers, members of the SROC's programme/technical support team, the Operations Manager, and members of the SROC'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 SROC, media and academic institutions, professional societies, NGOs, IGOs, libraries and databases for research assistance.

Requirements:

To apply please visit <http://bit.ly/PAJAM2019> for the detailed Job Description and instructions.
Only short-listed candidates will be contacted.