**Administrative Assistant**

**Job title: Administrative Assistant**

**Level: G5**

**Position Number: 00006133**

**Location: Bishkek, Kyrgyzstan**

**Full/Part time: Full-Time**

**Fixed term/Temporary: Fixed Term**

**Rotational/Non Rotational: Non-Rotational**

**Duration: One year (renewable)**

**The Position:**

The Administrative Assistant position is located in the UNFPA Kyrgyzstan country office. As a member of the operations team, you will provide administrative and financial support to the office, maintaining full confidentiality in all aspects of the assignment, maintenance of protocol procedures, information flow and follow up on deadlines and commitments made

You will report directly to the Administrative/Finance Associate.

**How you can make a difference:**

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA’s new strategic plan (2018-2021), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results; we need staff who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

**Job Purpose:**

The Administrative Assistant provides administrative and financial support to the UNFPA Kyrgyzstan Country Office.

**You would be responsible for:**

* Handles travel arrangements for office personnel, including arrangement of visa, accommodation and transportation.
* Performs duties of the Leave Monitor for office staff and ensures timely corrective action in the ERP system, if required.
* Assists Administrative Finance Associate on procurement, administrative tasks related to the premises, daily office operations, and any required logistical support for UNFPA personnel and newcomers.
* Acts as Procurement Focal Point.
* Acts as Requestor and Buyer in ATLAS to process Requisitions and Purchase Orders.
* Handles office pouch, mailing system and customs clearances for shipments.
* Provides assistance in ensuring logistics for UNFPA organized activities (training, workshops, retreats, etc).
* Liaises with relevant MOFA departments and other state entities to obtain relevant clearances, accreditation, permissions and etc. in relation to CO premises and staff.
* Arranges appointments and meetings, both internal and external, some involving high-ranking officials, and maintains calendar for management, receiving visitors, placing and screening telephone calls.
* Coordinates vehicle schedule. Arranges regular vehicle maintenance and insurance. Checks vehicle daily log and gas consumption.
* Acts as custodian for office stationery supplies including maintenance of stock list of stationery, distribution of stationery as required by staff and keeping a log of distribution.
* Assists Administrative/Finance Associate in maintaining assets in Atlas, issuance of assets to staff, regular clean-up of Asset Dashboard.
* Translates and drafts letters, memos and other documents as well as provides oral translation as needed.
* Dispatches and logs outgoing/incoming mails and packages to/from relevant partners, ensuring quality and proper workflow of documents.
* Manages and maintains office’s filling system (hard and electronic), keeping it updated to ensure easy cross-reference and retrieving of the files/records, including archiving process, maintain cloud document management system.
* Acts as Green Focal Point for the office
* Acts as Global Directory Focal Point
* Acts as Focal Point for Common premises and all premises related issues.
* Undertakes other tasks as may be assigned by his/her supervisor and UNFPA management

**Qualifications and Experience:**

**Education:**

Completed secondary school level. First level university degree desirable.

**Knowledge and Experience:**

* 5 years of previous relevant experience in secretarial/administrative functions;
* Previous experience in the UN is an asset;
* Strong interpersonal and organizational skills;
* Computer literacy - Word, Excel, Power-point, etc.
* Knowledge of an ERP system is an asset;
* Good writing and communication skills.

**Languages:**

Fluency in English and Russian is required. Good knowledge of Kyrgyz is desirable.

**Required Competencies:**

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| **Values:**   * Exemplifying integrity, * Demonstrating commitment to UNFPA and the UN system, * Embracing cultural diversity, * Embracing change | **Functional Competencies:**   * Providing logistical support * Managing data * Managing documents, correspondence and reports * Managing information and work flow * Planning, organizing and multitasking |
| **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 |  |

**Compensation and Benefits:**

This position offers an attractive remuneration package including a competitive net salary health insurance and other benefits as applicable.

**Workforce diversity:**

UNFPA is committed to achieving diversity within its workforce, and encourages all qualified candidates, irrespective to gender, nationality, disabilities, sexual orientation, culture, religious and ethnic backgrounds to apply. All applicants will be treated in the strictest confidence.

**Disclaimer:**

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Fraudulent notices, letters or offers may be submitted to the UNFPA fraud hotline <http://www.unfpa.org/help/hotline.cfm>