



Title of Position

Job Title:	Personal Assistant to the Rep
Level:	G6
Position Number:	00005689
Location:	Kigali, Rwanda
Full/Part time:	Full time
Fixed term/Temporary:	Fixed term
Rotational/Non Rotational:	Non-rotational
Duration:	1 Year Renewableⁱ

The Position:

The post is located in the Rwanda Country office and reports to the UNFPA Representative.

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 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 PA to the Rep 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 to the Rep also provides organizational functions to the CO in terms of: providing effective communications support; ensuring facilitation of knowledge building and management; providing logistical support; and coordinating the secretarial services; as well as managing the incoming and outgoing mails.

Main Responsibilities/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 in Office Management Application System (OMAS) and routes incoming documents from the Implementing Partners to relevant staff; reviews and ensures all outgoing correspondences are in order before submitting to the Representative's signature and registered in Office Management Application System (OMAS).



- Drafts non-substantive correspondence, takes dictations and types correspondence, documents and management meeting reports ensuring that spelling, punctuation, and format are correct; and 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.
- Researches files, collects requested information, and organizes material to meet the Representative's needs. This includes preparation of information and/ or briefs, summaries and background documentation required by the Representative for all official missions and special meetings.
- Assembles briefing materials and prepares PowerPoints and other presentations including computer generated visuals such as graphs. Undertakes logistical administrative, and financial arrangements in consultation with the Operations Manager for meetings and workshops organized by the Representative's Office.
- Sets up and monitors the filing system and a follow-up system for the Country Office. Organizes and maintains the filing system for the Country Office while maintaining 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. Sets up and manages administrative files on the Representative's mission travel, mission reports and coordinates the preparation and updating of the Representative's travel plans.
- Assists in the preparation and finalization of the CO Office Management Plan. Prepares information translations, and may act as interpreter as required.
- Provide administrative support/assistance to the management team meeting
- Support operations roles by performing receipt roles in Atlas; Bids Offer Receiver (Alternate); leave monitor (Back-up); and carry out end of year closure activities assigned by the OM.

Qualifications and Experience

Education:

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

Knowledge and Experience:

- Six years of relevant experience in administration.
- Some experience in research assistance.
- Strong interpersonal and organizational skills.
- Proficiency in current office software applications and corporate IT financial systems.
- Good written and verbal communication skills.



Languages:

Fluency in English; knowledge of other official UN languages, preferably French is desirable.

Required Competencies

<p>Values:</p> <ul style="list-style-type: none"> • Exemplifying integrity, • Demonstrating commitment to UNFPA and the UN system, • Embracing cultural diversity, • Embracing change 	<p>Functional Competencies:</p> <ul style="list-style-type: none"> • Providing logistical support • Managing data • Managing documents, correspondence and reports • Managing information and work flow • Planning, organizing and multitasking
<p>Core Competencies:</p> <ul style="list-style-type: none"> • 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 plus cost of living adjustment, rental subsidy, education grant, home leave, health insurance and other benefits as applicable.

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>

In accordance with the Staff Regulations and Rules of the United Nations, persons applying to posts in the international Professional category, who hold permanent resident status in a country other than their country of nationality, may be required to renounce such status upon their appointment.

ⁱ No Expectancy of renewal in accordance with UN Staff Regulation 4.5