



### I. Position Information

Job code title:	<b>Assistant to the Representative</b>
Contract type	Temporary fixed-term appointment (one year)
Supervisor:	Regional Representative
Net Salary:	ICS -5 - R\$3.980,00 plus medical/dental insurance and pension fund

### II. Organizational Context

Under the supervision of the Regional Representative, the Assistant ensures effective and efficient functioning of the office of the Regional Representative, full confidentiality in all aspects of assignment, maintenance of protocol procedures, management of information flow and follow-up on deadlines and commitments made.

### III. Functions / Key Results Expected

Summary of key functions:

- Effective and efficient secretarial/clerical functioning of the RR's regional office
  - Effective communications and administrative support to the RR office and project coordinators
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- Provide direct secretarial/clerical support to the Regional Representative and;
  - Ensure effective communications among the Regional Representative and other units of the UNODC Office as well as among UN agencies, Government and Partners;
  - Screen/Monitor incoming and outgoing correspondence and documentation;
  - Maintain a follow up system regarding correspondences and invitations;
  - Draft and edit internal and external correspondence, as required;
  - Prepare outgoing correspondence for supervisor's signature, clearance and further action by other staff; wherever possible;
  - Respond emails and correspondences and take action as required;
  - Edit and format reports and documents in general;
  - Attend to meetings and prepare minutes, as well as summaries of actions to be taken;
  - Screen and respond to phone calls.
  - Assist in logistical arrangements related to the organization/participation of the RR and project coordinators in meetings/seminars/missions/conferences/workshops, events in general:
  - Maintain UNODC's official contacts updated;
  - Enter/provide inputs for electronic official agenda for the Regional Representative;
  - Organize regular and ad-hoc meetings;
  - Track of progress on planned actions related to management meetings;
  - Interact with UNODC counterparts, co-workers and team staff in order to respond to routine office demands;
  - Refer non-recurring matters and sensitive issues to respective units;
  - Consolidate documents and reports by assembling articles, papers and communications related to UNODC, including background material, briefing notes, working papers, etc., as requested;
  - Keep files organized and updated;
  - Perform other duties as required for the position.

## IV. Impact of Results

The key results have an impact on the efficiency of the RR's office and reflect on teamwork efforts of other UNODC units. Accurate analysis and presentation of information strengthens the capacity of the RR's office. Incumbent's own initiative is decisive in results of work and timely finalization.

## V. Competencies and Critical Success Factors

### Corporate Core Values:

- Integrity, respect for diversity and professionalism

### Core Competencies:

Communication

- Teamwork
- Planning & Organizing
- Accountability
- Creativity
- Technological Awareness

## VI. Recruitment Qualifications

Education:	Secondary Education with specialized secretarial training and/or office management.
Experience:	3 to 5 years of progressively responsible secretarial, clerical, programme support experience is required at the national or international level. Highly experienced in the usage of computers and office software packages (MS Word, Excel, Power Point, Internet, e-mail and other web-based software).
Language Requirements:	Fluency in English and Spanish

## VII. How to Apply

Interested candidates should submit a P11 Form (<http://www.unodc.org/pdf/brazil/TOR/P11.doc>) and a motivation letter in English to [unodc.brasil@unodc.org](mailto:unodc.brasil@unodc.org)

DEADLINE: 09 November 2009

Selection Criteria:

- 1- The present position is for Brazilian nationals to work in Brasilia, DF, Brazil.
- 2- Only candidates who meet minimum requirements will be considered for tests and interviews.
- 3- UNODC is not in a position to afford travel costs for candidates from other cities;
- 4- Results of the selection process will be communicated to candidates only by e-mail.
- 5- The expected starting date is 15 January 2010.