

Job Title :	Admin Assistant
Job ID :	INAA1
Organizational Unit :	INFORMATION TECHNOLOGY SERVICE DIVISION FOR MANAGEMENT UNITED NATIONS OFFICE ON DRUGS AND CRIME (UNODC)
Level :	See UNDP salary Scale for Nigeria Level to be determined by UNDP procedures based on Best Candidate profile
Duty Station :	Abuja, Nigeria

JOB DESCRIPTION N°5: Admin Assistant

Position Description: This position is part of the Infrastructure/Network Team (INT). The INT oversees the conceptualization and development of the Infrastructure/Network strategic plan of the EFCC project, provides overall management and operational support of the information infrastructure, and contributes to the advancement of information technology in support of the strategic directions of ITS/UNODC.

Qualifications and experience:

- Diploma in Secretariat with the completion of a two-year technical university education; certificate or working knowledge on Lotus Notes, Microsoft Word Processing, Microsoft Excel, is required and of Microsoft PowerPoint is highly desired; supplemental courses/technical certificate in information technology or other related field are desirable;
- Fluency in oral and written English is required and knowledge of French is desirable.
- Able to work under pressure and tight deadlines.

Duties and responsibilities: Working under the supervision of the Coordinator of Information Technology (CIT) for the EFCC/UNODC project, the Admin Assistant will undertake the following tasks in conjunction with other members of INT:

- Procurement of IT equipment expendables and non-expendables in coordination with the Administration of UNODC in Vienna
- Receive, unpack, and inspect all incoming assets
- Maintain inventory of IT equipment and assets of the Abuja-based UNODC's Infrastructure/Network Team
- Draft and format official correspondences
- Receive and classified official correspondences
- Receive, forward or reply telephone calls
- Maintain the INT technical library and tools
- The Infrastructure/Network Team provides service 24 hours a day, 7 days a week for EFCC project. This staff member will possibly be required to work or be on call.
- Perform other related duties as required.

Duration of appointment: One year, with the possibility of renewal subject to satisfactory performance.