## I. Position Information

<table>
<thead>
<tr>
<th>Job Code Title:</th>
<th>Executive/Travel Logistics Associate</th>
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<tbody>
<tr>
<td>Classified Level of Post:</td>
<td>GS6</td>
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<tr>
<td>Type of Contract:</td>
<td>Fixed Term Appointment</td>
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<tr>
<td>Duration:</td>
<td>12 Months (Extension subject to availability of funds and incumbent’s performance)</td>
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<tr>
<td>Organizational Location:</td>
<td>UNODC Regional Office for Southern Africa</td>
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<tr>
<td>Duty Station:</td>
<td>Pretoria, South Africa</td>
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## II. Organizational Setting

UNODC is a lead UN agency in the fight against illicit drugs, transnational organized crime, terrorism and corruption. The UNODC Portfolio in Southern Africa includes national, regional and global projects. The joint “UNODC–SADC Regional Programme to Make the SADC Region Safer from Crime and Drugs” (RP) provides an overall framework for the cooperation with SADC Member States.

The United Nations Office on Drugs and Crime (UNODC) Regional Office for Southern Africa covers 11 countries in the region, namely: Angola, Botswana, the Democratic Republic of the Congo, Lesotho, Malawi, Mozambique, Namibia, South Africa, Swaziland, Zambia and Zimbabwe.

## III. Reporting Lines

This position is located in the UNODC Regional Office for Southern Africa (ROSAF) based in Pretoria. The incumbent will work under the direct supervision and overall guidance of the UNODC Regional Representative and will form part of Programme Management Unit (PMU). The Executive/Travel Logistics Associate ensures effective and efficient functioning of the Regional Representative’s office, maintenance of protocol procedures, management of information flow and follow-up on deadlines and commitments made. S/he will perform UMOJA roles in support to UNODC implementation such as travel administration.
IV. Functions / Key Results Expected

1) Ensures effective and efficient functioning of the Regional Representative’s office focusing on achievement of the following results:

- Maintenance of the supervisor’s calendar, schedule, contacts with high-ranking visitors, arrangement of appointments and meetings, acting as an interpreter when required and/or taking minutes.
- Maintenance of protocol procedures with the host Government, taking minutes of the meetings as required.
- Coordination of preparation of high-quality briefing materials for supervisor for appointments, meetings and missions.
- Preparation of informal translations.
- Maintenance of contacts of high-level partners, telephone lists. Follow up on correspondence, directives of the supervisor to monitor their implementation by ROSAF staff
- Acting as register for incoming and outgoing correspondence, maintaining records
- Organize meetings for the supervisor and events held in the country, by arranging for meeting facilities, equipment, catering, travel, logistics, etc; prepare correspondence and assemble documents for participants; provide administrative and secretarial support during the meetings.

2) Ensures provision of effective communications and administrative support to the office focusing on achievement of the following results:

- Maintenance of the filing system ensuring safekeeping of confidential documents materials using an automated filing system.
- Coordination of the information flow in the office, follow up on circulation files.
- Follow up on deadlines, commitments made, actions taken and coordination of collection and submission of the reports to Regional Representative.
- Screening of all incoming calls and correspondence.
- Presentation of proposals to eliminate communication bottlenecks in the office and streamline office procedures between the supervisor’s office and subordinate division.
- Briefs and trains new administrative staff and give guidance to staff on office procedures;
- Performs other duties as may be required by Regional Representatives.

3) Supports travel and logistics management processes focusing on achievement of the following results:

- Act as travel administrator in UMOJA and performs other UMOJA roles as assigned by the Representative.
- Make travel arrangements for the Regional Representative.
- Coordination of necessary logistical services with outsourced support, arrangements for visa issuance, hotel reservations, transportations.
- Provision of information to the staff on travel including entitlements, travel route and hotel arrangement.
- Maintenance of the UNODC car log, distribution of assignments to the drivers, monitoring of drivers overtime work and verification with the logbook.
V. Impact of Results

The key results have an impact on the efficiency of the Representative's office. Accurate analysis and presentation of information strengthens the capacity of the Representative's office and promote the image of UNODC as an effective contributor to the development of the Southern Africa. Incumbent’s own initiative is decisive in results of work.

VI. Competencies

**Development and Operational Effectiveness**

- Ability to handle information and documents with confidentiality
- Ability to review data, identify and adjust discrepancies
- Ability to handle a large volume of work possibly under time constraints
- Good knowledge of administrative rules and regulations
- Detailed knowledge and understanding of clerical, administrative, secretarial best practices and procedures, in-depth knowledge of office software applications relating to word processing data management presentation, as required
- Ability to operate and maintain a variety of computerized business machines and office equipment in order to provide efficient delivery of service

**Managing Documents, Correspondence and Reports:**

- Creates, edits and presents information (queries, reports, documents) in visually pleasing, clear and presentable formats such as tables, forms, presentations, briefing notes/books and reports using advanced word processing and presentation functions and basic database and spreadsheet software
- Edits, formats and provides inputs to correspondence, reports, documents and/or presentations using word processing, spreadsheets and databases meeting quality standards and requiring minimal correction
- Shows sound grasp of grammar, spelling and structure in the required language
- Ensures correspondence, reports and documents comply with established UN standards
- Ability to produce accurate and well documented records conforming to the required standard
- Data management thus collecting, collating, and storing information in an easily accessible way for use, reference, sharing, archive & disposition as well as maintaining databases

**Planning, Organizing and Multi-Tasking:**

- Organises and accurately completes multiple tasks by establishing priorities while taking into consideration special assignments, frequent interruptions, deadlines, available resources and multiple reporting relationships
- Plans, coordinates and organises workload while remaining aware of changing priorities and competing deadlines
- Demonstrates ability to quickly shift from one task to another to meet multiple support needs
- Establishes, builds and maintains effective working relationships with staff and clients to facilitate
the provision of support
• Promoting learning and knowledge management/sharing is the responsibility of each staff member.

Leadership and Self-Management

• Shows initiative
• Focuses on result for the client and responds positively to feedback
• Consistently approaches work with energy and a positive, constructive attitude
• Remains calm, in control and good humored even under pressure
• Demonstrates openness to change and ability to manage complexities
• Knowledge Management and Learning
• Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills
• Shares knowledge and experience

VII. Application requirements

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<tr>
<th>Education:</th>
<th>Completion of secondary education with training in secretarial support and administration is a requirement. University Degree in Business/Public Administration, International Relations or relevant would be a strong recommendation, but it is not a requirement.</th>
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<tr>
<td>Experience:</td>
<td>6 years of progressively responsible secretarial and/or administrative experience is required at the national or regional levels. Experience in travel administration and logistics is highly desirable. Experience in the usage of computers and office software packages (MS Word, Excel, etc.) is desirable. Knowledge of UMOJA, Lotus Notes, various administrative procedures of UNODC or the United Nations system in general would be an advantage. Knowledge of Protocol in South Africa will be an advantage</td>
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<tr>
<td>Language Requirements:</td>
<td>English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English is required.</td>
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VIII. Application Method

Qualified and interested candidates can send Cover Letter, Curriculum Vitae and completed UN P11 form with the Subject line ‘Executive/Travel Logistics Associate’ to takalani.godobedza@un.org

Assessment: Evaluation of applications may include a written assessment which may be followed by a Competency-Based Interview.

These TOR’s will also be available on the UNODC website: https://www.unodc.org/southernafrica/en/consultancies-and-opportunities.html
Correspondence will be limited to shortlisted candidates only. UNODC reserves the right not to make an appointment.

The deadline for submission is 19 August 2020.