



Title: Administrative Assistant
Domain: Administration
Grade: L-4
Organizational Unit: Sector for Administration and Management (ADM)
Duty Station: Tehran, Iran
Recruitment opens to: Only nationals of Iran may apply for this post
Type of contract: SC
Duration of Contract: From 15 October until 31 December 2022
(with possibility of yearly renewal pending availability of funds)
Deadline (midnight, Tehran time): 17 September 2022

UNESCO Core Values:

Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall delegated authority of the Director/Head of the Office and the direct supervision of the Finance and Administrative Officer, the incumbent provides a series of administrative support services in compliance with UNESCO Rules and Regulations, practices, standards and procedures.

Finance

1. Assist AO and AA in financial processes and transactions through UNESCO financial platform; Preparing payments and timely clearance of bank reconciliation;
2. Ensure the duly filing of Imprest documents for both (USD and IRR account) and travel documents under centralized filing system in the Administrative Unit;

Logistics

3. Support the coordination and timely management/housekeeping of UNESCO premises;
4. Check and certify the vehicle daily logs and fuel consumption; Update and maintain the vehicle history reports;
5. Monitor the transportation needs of the office on a daily basis;
6. Monitor the office's sending and receiving the office's pouches;
7. Assist the office in coordination and organization of the events and workshops;

Procurement

8. Assist AO and AA in following-up on the Administrative procurement processes including preparation of RFQs, receipt of quotations;
9. Enter POs/contracts in UNESCO Platform for the operational budget;
10. Assist AO and AA in maintaining and constant updating of the assets and inventories list and ensuring that assets of the organization are safeguarded;
11. Assist in creation of vendor profiles;

Admin

12. Support the unofficial translation of the requested documents for the office;
13. Prepare a variety of administrative documentation using examples or templates; initiate administrative procedures and ensure follow-up;
14. Ensure the duly filing of Administrative documents;
15. Support the AA in monitoring of the office stocks and coordinate with the storekeeper for the supply/stationery consumption and prepare documents for procurement;

To perform any other tasks delivered by AO.

SKILLS/COMPETENCIES (Core / Managerial)

Accountability (C)

Communication (C)

Innovation (C)

Knowledge sharing and continuous improvement (C)

Planning and organizing (C)

Results focus (C)

Teamwork (C)

Professionalism (C)

For detailed information, please consult the UNESCO Competency Framework.

REQUIRED QUALIFICATIONS

EDUCATION

- Completed secondary, technical or vocational school.

WORK EXPERIENCE

- Minimum three (3) years of relevant professional experience in administrative support tasks preferably in an international environment.

SKILLS/COMPETENCIES

- Excellent interpersonal and communication skills;
- Ability to maintain effective working relationships within a multicultural environment and to work effectively in a multicultural team.
- Good organizational skills with emphasis on quality, efficiency and aptitude to work under pressure and tight deadlines;
- Commitment and reliability.
- Good IT skills (Windows, Office Suite, Teams, etc.).

LANGUAGES

- Excellent (oral and written) knowledge of English and/or Farsi, and good knowledge of the other language.

DESIRABLE QUALIFICATIONS

EDUCATION

- University degree in Public/Business Administration or related fields;
- Training/certification in accounting, finance or administration.

WORK EXPERIENCE

- Experience in international organizations or United Nations agencies.

SKILLS/COMPETENCIES

- Knowledge of SAP or similar ERP system;
- Knowledge of UN rules and procedures as well as administrative practices.

HOW TO APPLY

Interested candidates are requested to submit their application by 17 September 2022 by email to JobVacancy-TEH@unesco.org.

Application should include: Motivation letter, UNESCO CV, and reference contacts.

SELECTION AND RECRUITMENT PROCESS

The evaluation of candidates is based on the criteria in the vacancy notice, and may include tests and/or assessments, as well as a competency-based interview.

UNESCO uses communication technologies such as video or teleconference, e-mail correspondence, etc. for the assessment and evaluation of candidates.

Please note that only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided.

Please note:

UNESCO applies a zero tolerance policy against all forms of harassment.

UNESCO is committed to achieve and sustain gender parity among its staff members in all categories and at all grades. Furthermore, UNESCO is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities, as well as nationals from non-and under-represented Member States ([last update here](#)) are equally encouraged to apply. All applications will be treated with the highest level of confidentiality. Worldwide mobility is required for staff members appointed to international posts.