



Title: Programme Assistant
Domain: Administration
Post Number: 4IRADM0721RP
Grade: G-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: Fixed Term

Deadline (*midnight, Tehran time*): 22 February 2024 (Midnight Tehran time)

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 Head of the Office and/or the Programme Specialist(s) designated by the Head of the Office, the incumbent provides a series of administrative support services in compliance with UNESCO Rules and Regulations, practices, standards and procedures.

- Produce complete and in final form documents, publications and correspondence related to the work of the Programme Units from draft texts. Search, locate, compile, review and update information and data used in the development of documents, work plans and budgets; provide administrative support for fund raising initiatives.
- Prepare a variety of administrative documentation using examples or templates; initiate administrative procedures and ensure follow-up. Perform general administrative tasks such as leave and attendance recording; maintain files (both paper and electronic) and databases for work unit and assist in providing software and office equipment support.
- Organize official meetings, events and workshops by booking venues, equipment and providing other related logistical support. Organize official travel in conjunction with meetings, events and workshops; make travel arrangements; track and prepare itinerary and agenda. Provide administrative support for the events; collate/ format information and data for presentation in final form; inform participants; organize the distribution of documentation; collect minutes/ information/ documentation and prepare associated documentation such as draft posts and web-stories.
- Receive, analyze, sort, register and distribute correspondence and documents; update and maintain large distribution lists and process requests for data and reports; review, proofread and edit outgoing correspondence according to standard practices and protocol ensuring proper grammar, spelling and punctuation; . Maintain information systems and databases in both physical and electronic media by recording, updating and retrieving information, documentation and data. Assist in the preparation of presentation materials using appropriate technology/software.

- Respond to enquiries and follow up on routine outstanding matters; route information and queries as appropriate; provide information to supervisor(s) and colleagues. Liaise with various internal services to obtain additional information/ clarifications. Provide guidance to short-term/ temporary staff on general office processes and procedures, automated systems, computer applications, etc.

CORE / MANAGERIAL COMPETENCIES

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 education.

WORK EXPERIENCE

- Minimum three (3) years in the field of administrative/secretarial assistance, preferably in an international environment.

SKILLS/COMPETENCIES

- Good organizational and coordination skills and ability to plan, coordinate and monitor work-plans. Ability to set priorities and capacity to work effectively under pressure.
- Strong written and oral communication skills, ability to communicate persuasively
- Ability to work as part of a team, to take initiatives and provide quality and timely support and services. Team-spirit/Open personality and capability of creating good inter-personal relations.
- Discretion, loyalty and diplomacy.
- Commitment and reliability.
- Good IT skills, including MS Office (Windows, Office Suite, Teams, etc.).

LANGUAGES

- Excellent (oral and written) knowledge of English and Farsi.

DESIRABLE QUALIFICATIONS

EDUCATION

- University degree in Public/Business Administration or related fields.

WORK EXPERIENCE

- Experience in international organizations or United Nations agencies.

SKILLS/COMPETENCIES

- Knowledge of UN rules and procedures as well as administrative practices.

BENEFITS AND ENTITLEMENTS

- UNESCO's salaries consist of a basic salary and other benefits which may include if applicable: 30 days annual leave, family allowance, medical insurance, pension plan etc.
- For full information on benefits and entitlements, please consult the [ICSC Website](#).

HOW TO APPLY

Interested candidates are requested to submit their application no later than **22 February 2024** (midnight Tehran time) by email to JobVacancy-TEH@unesco.org quoting 4IRADM0721RP in the subject of the mail.

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

SELECTION AND RECRUITMENT PROCESS

The evaluation of candidates is based on the criteria in the vacancy notice, and may include written 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.