

Office assistant-PN 458464-CPCP - (2403705)

Grade: G4
Contractual Arrangement: Fixed-term appointment
Contract Duration (Years, Months, Days): 1 year(Subject to availability of funds, satisfactory performance, and continuing need for the position)
Posting Date Apr 29, 2024, 5:58:45 PM
Closing Date May 15, 2024, 2:29:00 AM
Primary Location Iran, Islamic Republic of-Tehran
Organization EM_IRA WHO Representative's Office, Iran
Schedule Full-time

IMPORTANT NOTICE: Please note that the deadline for receipt of applications indicated above reflects your personal device's system settings.

Position Number: 458454 , Office Assistant

Job profile summary

The incumbent will perform a variety of routine, administrative and clerical office support functions, contributing to the smooth and efficient running of the office/team/project or unit.

Key duties and responsibilities

The incumbent will perform all or part of the following, and other related responsibilities as required by the needs of the office.

- Arrange appointments for the supervisor, receive visitors, place and screen telephone calls and respond to routine requests for information.
- Provide services to the office in protocol, administrative and logistics support for meetings, conferences, and events.
- Review, record, distribute and process incoming mail and correspondence, respond or draft routine responses, and proofread outgoing correspondence in accordance with established WHO guidelines.
- Initiate and process general administrative tasks in finance, travel, human resources and procurement on the enterprise resource planning system.
- Research, compile and organize information and reference materials from various sources for reports.
- Manage and update databases for mailing lists and other information and maintain electronic/ paper files.
- Ensure availability of office supplies and appropriate maintenance of office equipment.

Recruitment Profile

Competencies

Core Competencies (Mandatory)

WHO global Competencies model at http://www.who.int/employment/WHO_competencies_EN.pdf?ua=1

- 1) Teamwork
 - 2) Respecting and promoting individual and cultural differences
 - 3) Communication
 - 4) Producing Results
 - 5) Knowing and managing yourself
- Managerial Competencies (if a supervisory position)
- 6) Creating an empowering and motivating environment

REQUIRED QUALIFICATIONS

Educational qualifications

Essential : Certificate of completion of secondary or high school.
Desirable : Training in office administration.

Work experience

Essential : A minimum of three years of work experience relevant to the position (general administration and office support).
Desirable : Experience working with development organizations, such as, the United Nations.

Use of Language Skills

Essential: Expert knowledge in English and local language.

Functional knowledge and skills

- Good knowledge of organizational administrative and other procedures relating to the position, and their consistent application to work tasks.
- Communication skills including the ability to write/originate routine correspondence and reports using proper grammar, punctuation and style.
- Skills to maintain effective client relationships.
- Ability to perform protocol arrangements in accordance with established standards.
- Ability to administer official calendar, arrange meetings, schedules, itineraries.
- Ability to compile and organize information for the preparation of reports, meetings, and briefings.
- Ability to multitask and work independently when required.

Other skills

Proficiency in computers and office software packages, handling of web-based management systems, Enterprise Resource Planning (ERP) systems and Cloud Management Enterprise System such as Workday.

REMUNERATION

WHO offers staff in the General Services category an attractive remuneration package, which for the above position includes an annual net base salary starting at USD 18,498 (subject to mandatory deductions for pension contributions and health insurance, as applicable) and 30 days of annual leave.

ADDITIONAL INFORMATION

This vacancy notice may be used to fill other similar positions at the same grade level.

Only candidates under serious consideration will be contacted.

A written test and/or an asynchronous video assessment may be used as a form of screening.

In the event that your candidature is retained for an interview, you will be required to provide, in advance, a scanned copy of the degree(s)/diploma(s)/certificate(s) required for this position. WHO only considers higher educational qualifications obtained from an institution accredited/recognized in the World Higher Education Database (WHED), a list updated by the International Association of Universities (IAU)/United Nations Educational, Scientific and Cultural Organization (UNESCO). The list can be accessed through the link: <http://www.whed.net/>. Some professional certificates may not appear in the WHED and will require individual review.

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible.

Any appointment/extension of appointment is subject to WHO Staff Regulations, Staff Rules and Manual.

The WHO is committed to creating a diverse and inclusive environment of mutual respect. The WHO recruits and employs staff regardless of disability status, sex, gender identity, sexual orientation, language, race, marital status, religious, cultural, ethnic and socio-economic backgrounds, or any other personal characteristics.

The WHO is committed to achieving gender parity and geographical diversity in its staff. Women, persons with disabilities, and nationals of unrepresented and underrepresented Member States (<https://www.who.int/careers/diversity-equity-and-inclusion>) are strongly encouraged to apply.

Persons with disabilities can request reasonable accommodations to enable participation in the recruitment process. Requests for reasonable accommodation should be sent through an email to reasonableaccommodation@who.int

An impeccable record for integrity and professional ethical standards is essential. WHO prides itself on a workforce that adheres to the highest ethical and professional standards and that is committed to put the WHO Values Charter into practice.

WHO has zero tolerance towards sexual exploitation and abuse (SEA), sexual harassment and other types of abusive conduct (i.e., discrimination, abuse of authority and harassment). All members of the WHO workforce have a role to play in promoting a safe and respectful workplace and should report to WHO any actual or suspected cases of SEA, sexual harassment and other types of abusive conduct. To ensure that individuals with a substantiated history of SEA, sexual harassment or other types of abusive conduct are not hired by the Organization, WHO will conduct a background verification of final candidates.

WHO has a smoke-free environment and does not recruit smokers or users of any form of tobacco.

For information on WHO's operations please visit: <http://www.who.int>.

WHO also offers wide range of benefits to staff, including parental leave and attractive flexible work arrangements to help promote a healthy work-life balance and to allow all staff members to express and develop their talents fully.

The statutory retirement age for staff appointments is 65 years. For external applicants, only those who are expected to complete the term of appointment will normally be considered.

Please note that WHO's contracts are conditional on members of the workforce confirming that they are vaccinated as required by WHO before undertaking a WHO assignment, except where a medical condition does not allow such vaccination, as certified by the WHO Staff Health and Wellbeing Services (SHW). The successful candidate will be asked to provide relevant evidence related to this condition. A copy of the updated vaccination card must be shared with WHO medical service in the medical clearance process.

Please note that certain countries require proof of specific vaccinations for entry or exit. For example, official proof /certification of yellow fever vaccination is required to enter many countries. Country-specific vaccine recommendations can be found on the WHO international travel and Staff Health and Wellbeing website. For vaccination-related queries please directly contact SHW directly at shws@who.int.

This post is subject to local recruitment and will be filled by persons recruited in the local commuting area of the duty station.

In case the website does not display properly, please retry by: (i) checking that you have the latest version of the browser installed (Chrome, Edge or Firefox); (ii) clearing your browser history and opening the site in a new browser (not a new tab within the same browser); or (iii) retry accessing the website using Mozilla Firefox browser or using another device. Click this link for detailed guidance on completing job applications: [Instructions for candidates](#)

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Interested candidates are strongly encouraged to apply on-line. For assessment of your application, please ensure that:

- 1- Your profile is properly completed and updated.
- 2- All required details regarding your qualifications, education and training are provided.
- 3- Your experience records are entered with elaboration on tasks performed at the time.