

## Administrative Assistant - (2004914)

**Grade:** G6

**Contractual Arrangement:** Fixed-term appointment

**Contract Duration (Years, Months, Days):** 12 months

**Posting Date** Dec 6, 2020, 5:30:33 PM

**Closing Date** Dec 21, 2020, 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 345449

### OBJECTIVES OF THE PROGRAMME

To ensure that effective WHO country presence is established to implement WHO country cooperation strategies that are aligned with Member State's health and development agendas, and harmonized with the United Nations country teams.

### DESCRIPTION OF DUTIES

The incumbent will perform the following duties: Budget and Finance: Initiate and consolidate periodic reports on the budgetary situation, implementation rates and special financial reports, prepare detailed cost estimates and participate in budget analysis and projections are required. Draw supervisor's attention to specific discrepancies or problems and recommend necessary corrective actions. Review in GSM purchase orders for catalogue and non-catalogue items, ensure adherence to WHO rules and procedures; follow up with concerned parties customs clearance, receipt of deliverables, storage, installation and finalization of payments. 3. Administer the E-Imprest system; scrutinize and select data from variety of sources, ensure accuracy in calculations and attach necessary supporting receipts of payments and authorizations. Process and monitor of imprest GL's and all imprest transactions including processing and reviewing of services purchase orders-Imprest, DFC's, GES and other activities with the aim to ensure accuracy of financial data, adequacy of supporting documents and maintenance of proper accounting records in compliance with financial procedures and WHO rules, act upon and draft reply to auditors' queries. 4. Initiate, verify and process financial transactions and payments for WRO office related to staff and non-staff costs, purchase orders, local purchases, etc., based on authorizations received from EMRO and GSC. 5. Monitor timely transfer of program funds and award budgeting in GSM work plans. Monitor awards expiration, alert responsible staff, and initiate action for expenditure batches. Review and follow up on encumbrances and unapplied receivable balances, process and monitor revisions of amounts vis-a-vis award distribution by SO/OWER. 6. Compare cash books with bank statements to compute gain and loss in exchange rate on monthly basis and liaison with officials of local banks to obtain day-to-day information on exchange rates. Initiate correspondence related to area of work and answer queries. Administration and HR: 7. Monitor expiration of all types of staff and non-staff contracts (SSAs, APWs, etc.): initiate extension, separation or any other related staffing actions in GSM as needed; attach necessary documents, ensure availability of funds, and follow up on timely finalization of action. 8. Initiate all recruitment actions including establishment of new positions, preparation of post descriptions, vacancy announcements, screening of applicants, recommend short list, finalize necessary arrangements for tests and interview panels, initiate appointment action in GSM, etc. 9. Act as GSM leave administrator; update and maintain leave records for SSA holders; 10. Advise and brief staff on GSM HR related matters, as well as, updated HR policies and procedures. Follow up with staff timely submission of PMDS/evaluation reports, as well as the completion of Basic and Advanced Security tests. 11. Attend non-technical meetings with representatives from other UN agencies, MoHME, etc. related to procurement, security, and other administrative issues, as required and follow-up on recommendations. 12. Ensure proper maintenance of WRO buildings and equipment, report on assets inventory and attend repair and maintenance of vehicles.

### REQUIRED QUALIFICATIONS

#### Education

**Essential:** Completion of secondary education supplemented by experience or training in finance/accounting and administration.

**Desirable:** University degree in business administration, accounting, social sciences or related fields is an asset.

#### Experience

**Essential:** At least eight years progressive experience in the area of administration, including experience in HR and budget and finance positions.

**Desirable:** Relevant experience in the UN system

## Skills

- Proficient in office management, budgetary controls, accounting procedures and systems. - Good drafting skills- Proven ability to work and deliver results under pressure- Ability to train other staff on administrative matters. - Good analytical, planning and sound organizational skills; - Stress and time management skills.- Knowledge of WHO systems, procedures and practices is an asset

## WHO Competencies

Enhanced WHO Global Competency Model:

[https://www.who.int/employment/WHO\\_competencies\\_EN.pdf?ua=1](https://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

## Use of Language Skills

**Essential:** Expert knowledge of English. Expert knowledge of Local language.

**Desirable:**

## 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 26,638 (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 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.
- Any appointment/extension of appointment is subject to WHO Staff Regulations, Staff Rules and Manual.
- Staff members in other duty stations are encouraged to apply.
- For information on WHO's operations please visit: <http://www.who.int>.
- WHO is committed to workforce diversity.
- WHO's workforce adheres to [the WHO Values Charter](#) and is committed to put the WHO Values into practice.
- WHO has a smoke-free environment and does not recruit smokers or users of any form of tobacco.
- This post is subject to local recruitment and will be filled by persons recruited in the local commuting area of the duty station.

- Interested candidates are strongly encouraged to apply on-line through Stellis. For assessment of your application, please ensure that:
    - (i) Your profile on Stellis is properly completed and updated;
    - (ii) All required details regarding your qualifications, education and training are provided;
    - (iii) Your experience records are entered with elaboration on tasks performed at the time.
- Kindly note that CVs/PHFs inserted via LinkedIn are not accessible.