

Team Assistant - (2300961)

Grade: G4

Contractual Arrangement: Temporary appointment under Staff Rule 420.4

Contract Duration (Years, Months, Days): 9 months (subject to availability of funds, satisfactory performance and continuing need for the position)

Posting Date Mar 14, 2023, 6:13:39 PM

Closing Date Mar 30, 2023, 1:29:00 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 418953 - Team Assistant G4 Temporary

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 team.

DESCRIPTION OF DUTIES

- Receive, screen and process correspondence and requests, and follow up on implementation of all administrative actions, ensuring adherence to deadlines and timely response to correspondence and queries.
- Type, ensuring correctness of language as well as format, and in accordance with WHO Style Guide, correspondence, reports, documents and presentations upon written/verbal instructions, and independently compose correspondence of purely routine administrative nature.

- Make necessary arrangements regarding duty travel of staff in the unit, submit travel requests (TRs) in the Global Management System (GSM), arrange for flight and hotel reservations and deal with other related matters.
- Type documents and presentations for preparation of meeting, workshops, training courses, etc., send invitation letters to participants, photocopy documents and prepare files; follow up with logistics units regarding arrangements.
- Provide secretarial support during meetings. Screen and receive visitors and telephone calls, make appointments, answer queries of and/or redirect visitors and callers.
- Update and maintain records and reference files.
- Submit different administrative transactions in GSM, including procurement of goods and services, and follow up with concerned parties for the receipt of deliverables and finalization of payments.
- Replace other assistants within the department, as required.

REQUIRED QUALIFICATIONS

Education

Essential: Completion of secondary education supplemented by secretarial/administrative training

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

Experience

Essential: At least three years of relevant secretarial/ administrative experience

Desirable: Relevant experience in the UN system.

Skills

- Good filing and organizational skills.
- Ability to maintain good working relationships with national and international staff.
- Good knowledge of WHO rules, manuals, practices, procedures and WHO Style Guide as applicable to the secretarial level an asset.

WHO Competencies

- Teamwork
- Respecting and promoting individual and cultural differences
- Communication
- Knowing and managing yourself
- Moving forward in a changing environment

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 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.
- ***Interested candidates are strongly encouraged to apply on-line. For assessment of your application, please ensure that your profile on Stellis is updated; all experience records are entered with elaboration on tasks performed at the time. Kindly note that CV/PHFs inserted via LinkedIn are not accessible.***
- 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.
- For information on WHO's operations please visit: <http://www.who.int>.
- WHO is committed to workforce diversity.
- 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.
- This post is subject to local recruitment and will be filled by persons recruited in the local commuting area of the duty station.
- *For WHO General Service staff who do not meet the minimum educational qualifications, please see e-Manual III.4.1, para 220.