



<b>Title:</b>	<b>Assistant Front Office</b>
<b>Domain:</b>	Administration
<b>Grade:</b>	L-4
<b>Organizational Unit:</b>	Front Office
<b>Duty Station:</b>	Tehran, Iran
<b>Recruitment opens to:</b>	Only nationals of Iran may apply for this post
<b>Type of contract:</b>	SC
<b>Duration of Contract:</b>	<b>One month (with possibility of renewal pending availability of funds)</b>
<b>Deadline</b> ( <i>midnight, Tehran time</i> ):	27 September 2022

**UNESCO Core Values:**

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

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**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 Assistant to the Director, the incumbent provides a series of support services in compliance with UNESCO Rules and Regulations, practices, standards and procedures.

1. Maintaining a clear, comprehensive and easy access to documentation system;
2. Maintaining a clear and up-to-date calendar of events, appointments, meetings, missions and deadlines for Director and programme colleagues;
3. Maintaining proper filing system on all communications of the Director`s Office;
4. Assist in the preparation of the necessary background materials for meetings and on partners;
5. Maintaining a database of contacts for governmental institutions;
6. Support the drafting correspondence for the Director;
7. Assisting in meetings and taking notes;

To perform any other tasks requested by the Assistant to the Director.

**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**

### **WORK EXPERIENCE**

- Experience in international organizations or United Nations agencies.

## **HOW TO APPLY**

Interested candidates are requested to submit their application by 27 September 2022 by email to [JobVacancy-TEH@unesco.org](mailto: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.