



Post title Administrative Assistant
Organisational unit World Water Assessment Programme (WWAP) Secretariat
Duty station Perugia, Italy
Grade G-5
Post number EU/OS/ITA/SC/0005
Closing date 13 June 2011

Main responsibilities Under the authority of the Coordinator of World Water Assessment Programme (WWAP) and the direct supervision of the Finance and Administrative Officer, the incumbent will provide a full range of finance/budget support services including a variety of Human Resources (HR) and administrative clerical and support activities. More specifically, to:

- Assist in the preparation of a wide array of plans, budgets and reports (estimates, budgets justifications, resourcing plans/tables etc.) by compiling information/statistics for regular and ad hoc budgetary/financial updates, reports and/or projections for use and scrutiny by sector/bureau managers and, as required, donor organizations. Alert the supervisor of reporting errors/omissions and undertake corrective action as directed.
- Run reports, update information and conduct budgetary tracking/reporting tasks. Track/verify obligations and expenditures; review printouts/files and input/update data in the automated SAP based system.
- Verify calculations on requests for payment for mathematical correctness and compliance to rules, procedures and contract terms. Recommend payment and undertake coding and enter associated data in the financial system. Provide information on payment status and remaining obligations to supervisor or project staff.
- Prepare contractual documents using examples or templates and enter obligations for approved agreements in the automated SAP based system.
- Draft routine correspondence, emails, faxes and reports. Type, copy and/or distribute a range of material related to human resources, finance, budgetary or administrative matters.
- As directed, prepare documentation to facilitate a variety of HR transactions (recruitment classification, training, etc) types paperwork and performs data entry into HR/SAP based system, maintain records/HR files, track employee/post status, type and update organization charts and maintain a log of transactions in process. When requested, follow up with HRM on the status of requests.
- Provide information to management/staff on the administrative/financial/budgetary/HR procedures. Refer complex or unusual issues and problems to supervisor for direction/action.
- Assist in the delivery of a range of administrative tasks including the typing of requisitions/requests, verification of charges, ordering of supplies etc. Maintain manuals, supplies of forms etc and compile statistical data.

Profile

Qualifications – Essential Applications are normally not considered from candidates who do not possess ALL of the essential qualifications

Education Secondary, technical or vocational school education
Experience At least five (5) years of experience in providing a range of administrative and financial support services.
Language English (Level C), Italian (Level C)
Other The incumbent must have passed the Organization's typing test at 50 wpm in English organised by FAO (Roma). Computer literacy and ability to use word processing, spreadsheet and other office technology equipment. Ability to edit texts to ensure correct spelling, punctuation and syntax. Initiative and ability to meet deadlines and work under pressure. Courtesy, tact and ability to maintain effective working relationships with people of different national and cultural backgrounds. **Only the retained candidates will be interviewed by a panel in Perugia (Umbria).**

Qualifications – Desirable Knowledge of United Nations procedures and practices related to budgetary processes, procurement and HR transactions - is an asset. Good knowledge of (Level B) of French.

Conditions of employment The annual remuneration for this post, based on the United Nations salary scale for support staff (in Roma), will start at €41,281 exempt from income tax. In addition, UNESCO offers an attractive benefits package including 30 days annual vacation, pension plan and medical insurance. The initial appointment, which is for one (1) year, includes a probationary period of 6 months, and is renewable, subject to satisfactory service. **It is to be noted that this is an extra-budgetary position of a continuing nature but the duration of the appointment will be subject to the availability of the funds.** UNESCO is a non-smoking Organization.

How to apply Candidates are invited to apply by completing the official **UNESCO CV** form available at FAO Headquarters in Roma, UNESCO Headquarters in Paris and also available at <http://www.unesco.org/water/wwap/> and sending **2 copies of their applications in English in a sealed envelope addressed to Recruitment, CSHR, FAO, Viale delle Terme di Caracalla 00153 Roma, Italy**, before the closing date, quoting "**UNESCO post number: EU/OS/ITA/SC/0005**". Please note that this is not a FAO position. This is a UNESCO position. Due to the high volume of applications, UNESCO will only be able to respond to those applicants under serious consideration. **UNESCO does not charge a fee at any stage of the recruitment process. If you have any question concerning persons or companies claiming to be recruiting on behalf of UNESCO and requesting payment of a fee, please contact: recrutweb@unesco.org.**