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Office of the UN Resident Coordinator in Nepal

is looking for a dynamic, results-driven Nepalese citizen for the position of

Coordination and Administrative Assistant

Contract Type: Fixed-term Appointment

Grade: GS-5

Duty Station: Bharatpur Field Office

Responsibilities

Under the supervision of the Field Coordinator, the Coordination and Administrative Assistant will support the Field Coordinator as well as the national coordinators (both humanitarian and development) in their coordination activities. S/He will also be responsible for day to day administrative work for the smooth operation of the field office. S/He works closely with the National Officers and Administrative Finance Officer based in Kathmandu.

Detailed vacancy announcement is posted on the following job sites:

- a) <http://www.undp.org.np/vacancy>
- b) http://jobs.undp.org/cj_view_job.cfm?job_id=18051

Qualifications Requirement

Education:

- Secondary level education. Bachelor's Degree in Commerce or Business Administration preferred but not a requirement.

Experience:

- Minimum of 5 years of relevant experience in finance and administration and coordination work;
- Proven capacity to interact with stakeholders at diverse levels and capacity to network with local communities;
- Strong computer skills – Excel Proven high-level;
- Ability to work in a multi-culture environment;
- Proven team-working skills and
- Affinity with the mandate of the United Nations.

Language Requirements:

- Proven communication skills in written and spoken in English as well as in local languages relevant for the Central region of Nepal.
- Ability to write clearly and concisely in English and Nepali.

HOW TO APPLY?

Applications should be submitted "online" through the following link by **4 August 2010**:
http://jobs.undp.org/cj_view_job.cfm?job_id=18051

(Note: If there is any difficulty in accessing the announcement through the above link, please use following link: <http://jobs.undp.org>, click "Management" on the left-hand side and look for the post to apply).

(Only applicants who are short-listed will be contacted for recruitment process)

Applicants must submit the updated standard UNDP Personal History Form (P.11) available at UNDP Website: <http://www.undp.org.np/vacancy>

Work experience and/or academic knowledge in relation to gender and social exclusion will be an added advantage. Women, Dalits, Janajatis, Madhesis, people with disabilities, and other minorities are especially encouraged to apply.

UNDP has a policy to have a gender balance in its staff at all levels by 2010.

NOTICE

UNDP, as a matter of practice, does not charge any application, processing or training fee at any stage of the recruitment process. If you have any questions as to vacancy announcements you may have received, please refer to this website.

UNDP is currently aware of fictitious vacancy announcements that are being circulated through the internet, the purpose of which is to get people to register for a training and send in a fee. If you believe that you have received such a notice, please forward it, and any other related information you have received, to "scamalert@undp.org". Since logos, emblems, names and addresses can be easily copied or reproduced, you are advised to take particular care in applying for vacancies, including undertaking all appropriate measures to protect against the unauthorized use of any personal information you may have provided as a result of the scam.



UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

I. Position Information

Position: Coordination and Administrative Assistant

Grade: GS-5

Duty Station: Bharatpur Field Office

II. Organizational Context

The position is based in the Field Office of the United Nations Resident Coordinator Office (UN RCO) in Bharatpur, Nepal.

Under the supervision of the Field Coordinator, the Coordination and Administrative Assistant will support the Field Coordinator as well as the national coordinators (both humanitarian and development) in their coordination activities. S/He will also be responsible for day to day administrative work for the smooth operation of the field office. S/He works closely with the National Officers and Administrative Finance Officer based in Kathmandu.

III. Functions / Key Results Expected

Summary of key functions:

- I. Support field office in collecting and updating information;
- II. Support inter-agency and international field missions;
- III. Arrange local and region level workshops and meetings;
- IV. Manage day to administrative and logistic works; and
- V. Any other activity as reasonably requested by the supervisor

I. Support field office in collecting and updating information

- Coordinate with Government, UN agencies, I/NGOs, donors and any other relevant partner in the field to update contact list and other relevant information;
- Update contact and distribution group email lists and disseminate information to these groups;
- Maintain electronic calendars and meeting schedules for the the Field Coordinator and the national coordinators; and
- Translate documents from Nepali and other local languages to English and vice-versa.

II. Support inter-agency and international field mission

- Manage logistical arrangements such as transport, tickets, accommodation etc;
- Arrange appointments for meetings;
- Prepare background documents and materials. and
- Act as an interpreter as required during field missions.

III. Arrange local and region level workshop and meetings

- Prepare and finalize lists of participants with full contact details;
- Support invitations to participants, facilitators, trainers etc. ;
- Provide logistical support such as arranging the venue, procuring stationery, ensuring equipment is in place, arranging transport and any other administrative work needed to ensure the smooth implementation of workshops and meetings.

IV. Manage day to day administrative and logistical work:

- Handle petty cash and make timely replenishments;
- Coordinate with the Administrative and Financial Officer in Kathmandu;
- Prepare travel authorizations and assist with settling travel claims of staff-members;
- Provide logistical arrangement for staff members when they are traveling.(travel ,ticket, security clearance, hotel etc);
- Maintain vehicle log book, inventory of office supplies, and put in place and implement a proper internal control system;
- Keep records of Non Expendable Equipment (NEE), conduct physical verification at least once a year and prepare an annual report on this;
- Maintain filing system on all reports and documents;
- Ensure strict compliance with the UN security rules and regulations by all field office's staff and visiting missions;
- Liaise with local services providers and Administrative and Finance Officer for service contracts, provision and review of their services and payment; and
- Supervise the work of the support staff.

V. Any other activity as reasonably requested by the supervisor

IV. Impact of Results

The Coordination and Administrative Assistant will contribute to the successful operation of the field office. This in turn will result in a better coordinated and aligned UN Country Team presence in the field; a better monitored and protected humanitarian and development space within the region; increased UN field credibility with partners; and a UN country presence that is better able to collectively support the development and peace building aims of the Government of Nepal.

V. Competencies

Corporate Competencies

- Demonstrate commitment to UN mission, vision & values.
- Display cultural, gender, religion, race, nationality & age sensitivity and adaptability

Functional Competencies

1. Knowledge Management & Learning
 - Shares knowledge & experiences.
 - Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills.
2. Cooperation & Team Spirit
 - Displays harmonious & cooperative spirit to colleagues
 - Strives for supportive working environment and positive working relationship.
3. Communication
 - Speaks clearly & articulately.
 - Makes good impression in oral communication.
 - Responds positively even under pressure.
 - Is a good listener and is careful to deliver the message with accuracy.
4. Leadership & Self-Management
 - Focuses on result for the client and responds positively to feedback.
 - Consistently approaches work with honesty, integrity, energy & vitality.
 - Demonstrates openness to change and ability to manage complexities.

VI. Recruitment Qualifications

Education:	<ul style="list-style-type: none">• Secondary level education. Bachelor's Degree in Commerce or Business Administration preferred but not a requirement.
Experience & Skills:	<ul style="list-style-type: none">• Minimum of 5 years of relevant experience in finance and administration and coordination work;• Proven capacity to interact with stakeholders at diverse levels and capacity to network with local communities;• Strong computer skills – Excel Proven high-level;• Ability to work in a multi-culture environment;• Proven team-working skills and• Affinity with the mandate of the United Nations.
Language Requirements:	<ul style="list-style-type: none">• Proven communication skills in written and spoken in English as well as in local languages relevant for the Central region of Nepal.• Ability to write clearly and concisely in English and Nepali.