



## JOB DESCRIPTION

<b>Official Job Title:</b>	<b>Administrative Assistant</b>	<b>Duty Station: Turkmenistan, Ashgabat</b>
<b>Grade (Classified)</b>	<b>G-5</b>	
<b>Post Number:</b>	<b>00010822</b>	
<b>Post Type:</b>	<input type="checkbox"/> Rotational <input checked="" type="checkbox"/> Non-Rotational	
<b>Duration:</b>	<b>One year initially</b>	
<b>Organizational Unit:</b>	<b>UNFPA Turkmenistan CO</b>	
<b>Classification Authority:</b>		<b>Date:</b>

### 1. Organizational Location

The Administrative Assistant position is located in the Turkmenistan country office. Under the direct guidance and supervision of the Administrative Finance Associate, and as a member of the operations team, the Administrative Assistant provides administrative and financial support to the office, maintaining full confidentiality in all aspects of assignment, maintenance of protocol procedures, information flow and follow up on deadlines and commitments made.

### 2. Job Purpose

The Administrative Assistant provides administrative and financial support to UNFPA Turkmenistan Country Office.

### 3. Major Activities/Expected Results

- Handle travel arrangements for office personnel, including arrangement of visa, accommodation and transportation;
- Performs duties as HR Absence Processor monitor leave balances as required. Ensure timely corrective action in Atlas, if required;
- Assists Administrative Finance Associate on procurement, recruitment of consultants, administrative tasks, daily office operations, and any required logistical support for UNFPA personnel;
- Handles office pouch, mailing system and customs clearances for shipments;
- Acts as Requestor or Buyer in ATLAS to process Requisitions and/or Purchase Orders;
- Provides assistance in ensuring logistics for UNFPA organized office activities;
- Liaises with relevant MOFA departments and other state entities to obtain relevant clearances, accreditation, permissions, etc. in relation to CO premises and staff;
- Arranges appointments and meetings, both internal and external, some involving high-

ranking officials, and maintains calendar for management, receives visitors, places and screens telephone calls;

- Coordinates vehicle schedule. Arranges regular vehicle maintenance and insurance. Checks vehicle daily log and gas consumption;
- Acts as custodian for office stationery supplies including maintenance of stock list of stationery, distribution of stationery as required by staff and keeping a log of distribution;
- Assists Administrative/Finance Associate in maintaining assets in Atlas, issuance of assets to staff, regular clean-up of Asset Dashboard;
- Maintains UNFPA registry and filing (both hard and electronic) system keeping it updated to ensure easy cross-reference and retrieving of the files/records, including archiving processes;
- Translates and drafts letters, memos and other documents as well as provide oral translation as needed.
- Acts as Global Directory Focal Point;
- Ensures quality and completeness of filing of administrative documents;
- Acts as Alternate Petty Cash Custodian;
- Assist Administrative Finance Associate on all matters relating to Common premises and services;
- Undertakes other tasks as may be assigned by his/her supervisor.

#### **4. Work Relations**

The Administrative Assistant works with and provides support to the members of the Turkmenistan Country Office, both programme and operations. Contacts with staff and other personnel to promote achievement of common goals and shared objectives and demonstrate personal commitment to UNFPA's mandate and organizational vision.

#### **5. Job Requirements**

##### **Education:**

Completed secondary level education required. First level university degree desirable.

##### **Knowledge and Experience:**

- 5 years of previous relevant experience in secretarial/administrative functions;
- Some experience in research assistance;
- Previous experience in the UN is an asset;
- Knowledge of protocol;
- Strong interpersonal and organizational skills;
- Computer literacy - Word, Excel, Power-point, etc.
- Knowledge of Atlas/PeopleSoft or other ERP system is an asset;
- Good writing and communication skills.

##### **Required Competencies:**

##### **Values:**

- Exemplifying integrity
- Demonstrating commitment to UNFPA and the UN system
- Embracing cultural diversity
- Embracing change

**Core Competencies:**

- Achieving results
- Being accountable
- Developing and applying professional expertise/ business acumen
- Thinking analytically and strategically
- Working in teams/ managing ourselves and our relationships
- Communicating for impact

**Functional Skill Set:**

- Providing logistical support
- Managing data
- Managing documents, correspondence and reports
- Managing information and work flow
- Planning, organizing and multitasking

**Languages:** Fluency in English and Russian is required. Working level of Turkmen is required.