



File: UNFPA CIRCULAR/RR.HH.
11 de enero 2018

CIRCULAR N°: 1/2018

A: Representantes, Directores,
Personal de Naciones Unidas
Candidatos (as) externos (as) al Sistema de Naciones Unidas

De: Rafael Cuestas
Coordinador Internacional de Programas

Asunto: **Anuncio de Vacante: Puesto No. 00004810**

Tengo el agrado de invitar a todas las personas interesadas de dentro o fuera del Sistema de Naciones Unidas y que reúnan los requisitos estipulados en los Términos de Referencia que se acompañan, a presentar su candidatura para el siguiente puesto en la oficina del UNFPA en Cuba:

➤ **Asistente de Programa de la Oficina del UNFPA en Cuba. Nivel GS-5**

Las personas interesadas deberán presentar su candidatura en sobre sellado, con Referencia: **UNFPA Puesto No. 00004810**, dirigido a Rafael Cuestas, Coordinador Internacional de Programa del UNFPA, Calle 18. No. 110 entre 1ra y 3ra, Miramar, La Habana, Cuba. Dicho sobre deberá contener:

- 1- carta de motivación
- 2- planilla P.11 debidamente completada y firmada (se adjunta el formato)
- 3- CV y certificaciones académicas, así como otros documentos que acrediten el historial profesional del candidato (a).

La vacante estará abierta a todas las personas interesadas. Esta oficina se reserva el derecho de responder a las candidaturas que resulten de interés y cumplan los términos anunciados. La persona seleccionada será contratada bajo la modalidad *Fixed Term* de Naciones Unidas. **El período para presentar las solicitudes de interés se mantendrá abierto desde el jueves 11 de enero hasta el miércoles 31 de enero a las 16.00 hrs.**

Mucho les agradeceré su atención a esta circular.

Notas:

- No existe ninguna tarifa o cuota que deba ser pagada en ningún momento del proceso de selección
- UNFPA no solicita ni requiere información sobre VIH/Sida de sus empleados, ni tolera la discriminación sobre la base del estado seropositivo de VIH/Sida.



JOB DESCRIPTION

Official Job Title:	Programme Assistant	Duty Station: Cuba
Grade (Classified)	GS-5	
Post Number:	00004810	
Post Type:	<input type="checkbox"/> Rotational <input checked="" type="checkbox"/> Non-Rotational	

1. Organizational Location

The Programme Assistant is located in Country Office (CO) and reports to the Head of Office.

2. Job Purpose

The Assistant provides senior level communications, administrative and secretarial support, maintaining full confidentiality in all aspects of assignment, maintenance of protocol procedures, information flow and follow-up on deadlines and commitments made. The PA also provides organizational functions to the CO in terms of: providing effective communications support; ensuring facilitation of knowledge building and management; providing logistical support; and coordinating the secretarial and clerical services.

3. Major Activities/Expected Results

- Assists the CO in assigning and maintaining a follow up system of actions to be taken such as correspondence responses, attendance to scheduled events and other assignments.
- Receives, reviews and register in the electronic filing system of the office, all incoming correspondence and documentation, mail, fax, courier and hard delivery; decides on routing and priority and ensures timely dispatch of outgoing correspondence. Controls UNFPA circulars and inter-office memoranda.
- Maintains updated the international telephone call logs.
- Reviews and proofreads outgoing correspondence prepared for the supervisor signature.
- Ensures optimal communication flows between the CO staff and other units within the Fund as well as with counterparts outside the Fund, through effective use of all communication media: written, verbal and electronic.
- Coordinates and drafts routine responses related to the management of programs/projects and requests for information, ensuring follow actions in conformity with established procedures and accuracy of statements.

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- Organizes appointments of supervisor, CO staff and visiting officials. Receives visitors, place and screens national and international telephone calls and answers queries with discretion.
- Manages travel arrangements and logistics for CO staff (travel authorization form, flight, hotel bookings, visas, and follow up related Requisition and Purchase Order in Atlas system).
- Attends and takes minutes/notes on various meetings (including tripartite meetings) and finalize them in a timely manner so as to be circulated prior to next meeting.
- Resolves operational program-related issues, in response to specific requests.
- When necessary and in coordination with the International Programme Coordinator, provides specific information on the UNFPA country program (CP) and projects, required for the preparation of reports and briefings, including the preparation of project ideas for submission to donors.
- Support vendor management process and follow up vendor creation requests.
- On exceptional circumstances and prior approval by the Head of Office, act as Finance Back Up for payment processes
- Support Finance Unit in revising UNFPA supporting documents for payment.
- Assists in the follow-up with counterparts and donors to ensure proper coordination and implementation of ongoing projects, maintaining a monitoring system to track pending matters.
- Support the International Programme Coordinator in maintaining an inventory of pipeline projects for submission to donors for co-financing.
- Liaises with the media and governmental institutions in the organization of activities in general, some of them related to the observance of special events: WPD and SWOP.
- Disseminates materials to promote ICPD agenda at national level ensuring an effective advocacy strategy.
- Keeps abreast of the new strategic direction of the Fund and its transition implementation process.
- Assists in keeping the CO web page updated as well as FOs directories.
- Responsible for the organization and logistics of conferences and meetings.
- Supports maintaining CO information in CO digital information storage and its back up system.
- Operates the CO equipment (copier and scanner)
- Controls availability of office supplies and stationary stocks.
- Support Asset Management liaising with Finance and Administration Associate.
- Support Human Resources processes.
- Performs other duties as may be required.

4. Work Relations

Internal contacts include other secretaries of the Fund, the Country Director, the Assistant Representative, members of the CO's programme/technical support team, the Finance and Administrative Associate Manager, and members of the CO's administrative support team. HQ, RO's and SROs to resolve policy and procedural issues and region specific issues.

External partners include national authorities, project implementation partners of the CO, and academic institutions' professional societies, NGOs, IGOs, and libraries and databases for research assistance.

5. Job Requirements

Education:

Bachelor's degree in social sciences, preferably.

Knowledge, Experience and Skills:

- At least, five years of relevant experience in administration and/or clerical tasks.
- Strong interpersonal and organizational skills.
- Proficiency in current office software applications and corporate IT financial systems. Atlas knowledge is valued as an asset.
- Good written and verbal communication skills.

Values:

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

Competencies:

- Core:
 - Values and guiding principles
 - Performance management
 - Developing people/Fostering innovation and empowerment
 - Working in teams
 - Communicating information and ideas/Knowledge sharing
 - Self management/Emotional intelligence and conflict management/Negotiating and resolving disagreements
 - Appropriate and transparent decision making
 - Analytical and strategic thinking/Results Orientation/Commitment to excellence
- Functional:
 - Logistical support
 - Managing date
 - Managing documents, correspondence and reports
 - Managing information and workflow
 - Planning, organizing and multitasking
 - Job Knowledge

Languages:

- Fluency in oral and written Spanish and English