



UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

I. Position Information

Job code title: **Executive Assistant to RR/RC**
Post Reference: **MNE/10/027**
Position Number: 00052501
Classified Grade: ICS-5
Duty Station: Podgorica, Montenegro
Supervisor: UNDP Resident Representative / UN Resident Coordinator
Contractual Modality: Fixed-Term Appointment (FTA) - National
Application Deadline: May 20, 2010

II. Organizational Context

Under the guidance and direct supervision of the RR/RC, the Executive Assistant ensures effective and efficient functioning of the RR/RC office, full confidentiality in all aspects of assignment, maintenance of protocol procedures, management of information flow and follow-up on deadlines and commitments made.

The Executive Assistant works in close collaboration with UNDP staff, UN Agencies and national authorities to ensure efficient flow of information, actions on instructions, agendas.

III. Functions / Key Results Expected

Summary of key functions:

- Effective and efficient functioning of the RR/RC office
- Effective communications and administrative support to the office
- Facilitation of knowledge building and management

1. Ensures **effective and efficient functioning of the RR/RC office** focusing on achievement of the following results:

- Efficient and discreet management of the supervisor's schedule; Maintenance of RR/RC calendar, contacts with high-ranking visitors, arrangement of appointments and meetings, acting as an interpreter when required and/or taking minutes.
- Maintenance of protocol procedures; Adherence to appropriate protocol and correspondence guidelines by CO team when communicating with Government and other external partners.
- Management of RR/RC missions and representation schedule. Organization of regular and ad-hoc meetings; preparation of minutes and summaries of actions to be taken;

<p>tracking of progress on planned issues; follow-up with focal points.</p> <ul style="list-style-type: none"> ❑ Preparation of correspondence and comments on behalf of RR/RC for his/her signature and making follow-up when required. Preparation of informal translations. ❑ Screening of all incoming communications, filter outgoing correspondence for supervisor's signature, clearance and further action by other staff; wherever possible. ❑ Maintenance of rosters of high-level partners, telephone lists.
<p>2. Ensures provision of effective communications and administrative support to the office focusing on achievement of the following results:</p> <ul style="list-style-type: none"> ❑ Maintenance of the filing system ensuring safekeeping of confidential materials. Use of automated filing system. ❑ Coordination of the information flow in the office and dissemination of corporate and interoffice communication to staff as required. ❑ Facilitation of information sharing between UNCT and the UN Coordination Unit, between Programme and Operations Teams. ❑ Follow up on deadlines, commitments made, actions taken and coordination of collection and submission of the reports to RR/RC. ❑ Draft routine correspondence, interoffice circulars, general briefing notes, documents, reports, and minutes of meetings when requested, translations when required; ❑ Administration of travel, meetings, appointments and briefings of RR/RC. Including drafting of background notes. ❑ Support to organization of events if required.
<p>3. Ensures facilitation of knowledge building and management focusing on achievement of the following results:</p> <ul style="list-style-type: none"> ❑ Sound contributions to knowledge networks and communities of practice. ❑ Organization of trainings for UNDP staff on coordination, administration and protocol issues.

IV. Impact of Results

The key results have an impact on the efficiency of the RR/RC office. Accurate analysis and presentation of information strengthens the capacity of the RR/RC office and promotes the image of UN/UNDP as an effective contributor to the development of the country. Incumbent's own initiative is decisive in results of work and timely finalization.

V. Competencies and Critical Success Factors

Corporate Competencies:

- Demonstrates commitment to UNDP's mission, vision and values.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies:Knowledge Management and Learning

- Shares knowledge and experience
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills

Development and Operational Effectiveness

- Ability to perform a broad range of activities aimed at effective and efficient functioning of RR/RC office, including data/ schedule management, maintenance of protocol, information flow.
- Confidentiality
- Ability to provide input to business processes re-engineering, elaboration and implementation of new data management systems

Leadership and Self-Management

- Focuses on result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humored even under pressure
- Demonstrates openness to change and ability to manage complexities

VI. Recruitment Qualifications

Education:	Secondary Education with specialized secretarial training or office management. University Degree or equivalent would be desirable, but it is not a requirement.
Experience:	5 years of progressively responsible secretarial, administrative, programme experience is required at the national or international level. Experience in the usage of computers and office software packages (MS Word, Excel, etc), experience in handling of web based management systems.
Language Requirements:	Fluency in English and local language

Applicants are kindly requested to send completed and signed **Personal History - P11 form** (along with a **cover letter** by e-mail to vacancy.me@undp.org by **May 20, 2010, COB**. Please, **indicate in the cover letter the post reference clearly**, otherwise your application may not be considered. Applicants will be short-listed on the basis of their qualifications and work experience. Only short-listed candidates will be invited for an interview.

UNDP is an equal opportunity employer.

*P11 form can be downloaded from: <http://www.undp.org/me/files/jobs/index.html>