

The United Nations Development Programme (UNDP) is the UN's global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in 166 countries, working with them on their own solutions to global and national development challenges. As they develop local capacity, they draw on the people of UNDP and our wide range of partners.



VACANCY Announcement

Post Title: Executive Assistant

Duty Station: Jerusalem

Duration: 12 months (possible extension for 4 months)

Deadline: 9 October 2007

UNDP/PAPP is seeking qualified candidates to apply for the vacancy of executive assistant for the Office of Quartet Representative in the Jerusalem office.

Duties and Responsibilities:

- Management of the OQR office, ensuring an environment of professionalism and teamwork at all times, and setting exemplary standards of conduct for the OQR team;
- Efficient and discreet management of the schedules;
- Organization of regular and ad-hoc meetings, preparation of minutes and summaries of actions to be taken, tracking of progress on planned issues, follow-up with focal points;
- Screening of all incoming communications, filter outgoing correspondence for supervisor's signature, clearance and further action by other staff; wherever possible;
- Adherence to appropriate protocol and correspondence guidelines by OQR team when communicating with Government and other external partners;
- Use of automated office management system;
- 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 interoffice communication to staff as required.
- Follow up on deadlines, commitments made, actions taken and coordination of collection and submission of reports;
- 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, including drafting of background notes.
- Support to organization of advocacy events if required
- Organization of trainings for OQR staff on coordination, administration and protocol issues.

Competencies:

- Demonstrates commitment to OQR's mission, vision and values.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Shares knowledge and experience.
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills.
- Ability to perform a broad range of activities aimed at effective and efficient functioning of OQRs office, including data/ schedule management, maintenance of protocol, information flow.
- Confidentiality.
- 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

Minimum Qualifications:

- Secondary Education with specialized secretarial training or office management.
- 3 to 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.

- Excellent English language skills, both written and oral.
- Work experience with an international organization and/or UN agencies is an asset.

To Apply:

Interested candidates should apply by accessing <http://jobs.undp.ps> and completing the on-line application.

Deadline: 9 October 2007

“UNDP/PAPP is an equal opportunity employer: applications from men and women will be considered equally”