

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: 7 months (possible extension)
Deadline: 9 May 2008

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

Duties and Responsibilities:

- Efficient and discreet management of the Deputy Head of Mission's (DHoM) schedule; full administrative support, logistic coordination and assistance as and when required;
- 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;
- Assistance in 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;
- Screening of all incoming communications, filter outgoing correspondence for supervisor's signature, clearance and further action by other staff; wherever possible;
- Maintenance of the filing system, ensuring safekeeping of confidential materials, use of automated filing system;
- Coordination of the information flow in the office, discretion 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 all relevant events if and when required.

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.
- Competence with automated management systems.
- Knowledge of appropriate protocol and correspondence guidelines when dealing with Government and other external partners.
- 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, teamwork and flexibility.
- Confidentiality.
- Consistently approaches work with energy and a positive, constructive attitude.
- Is able to remain calm, in control and good humored when 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.
- Knowledge of Arabic and/or Hebrew highly desirable.
- 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 May 2008

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