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Empowered lives.
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UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

I. Position Information

Job Title: Executive Associate to UN Resident Coordinator

Position Number: to be advised

Department: Resident Coordination Office

Reports to: UN Resident Coordinator

Direct Reports: UN Resident Coordinator

Position Status: Non-Rotational

Job Family: Yes

Grade Level: G6

Duty Station: Tehran, Iran

Family Duty Station as of Date of Issuance: Yes

Date of Issuance:

Closing Date:

Duration and Type of Assignment: Less than a year; Temporary Appointment

II. Job Purpose and Organizational Context

Under the guidance and direct supervision of the UN Resident Coordinator (RC), the Executive Associate to RC ensures effective and efficient functioning of the 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 Associate can supervise the secretarial and clerical staff of the office. The Executive Associate to RC works in close collaboration with RC office, the UN Agencies, Funds, and Programme in the country, and the UN staff, HQ and national authorities to ensure efficient flow of information, actions on instructions, agendas.

III. Duties and Responsibilities

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

- Management of the RC office, ensuring an environment of professionalism and teamwork at all times and setting exemplary standards of conducts for the RC team.
- Efficient and discrete management and maintenance of the supervisor's calendar/schedules, contacts with high-ranking visitors, arrangement of appointments, organization of regular and ad-hoc meetings, preparation of summaries of actions to be taken, tracking of progress on planned issues; follow up with focal points and key HQ/corporate deadlines, acting as an interpreter when required and/or taking minutes.
- Maintenance of protocol procedures. Adherence to appropriate protocol and correspondence guidelines when communicating with Government and other external partners.
- Preparation of high-quality briefing materials for supervisor for appointments, meetings, missions.
- Preparation of informal translations. Translation of incoming letters addressed to RC and Note Verbale from Ministry of Foreign Affairs.
- Management of RC missions and representation schedule. (Administration of travel, meeting, appointments and briefings of RC).
- Maintenance of rosters of high-level partners, telephone lists.
- Preparation of correspondence, directives, comments on behalf of RC for his/her signature and making follow-up when required. Screening of all incoming communications, filter and undertake quality control of all outgoing correspondence for supervisor's signature, clearance and further action by other staff.
- Use of automated office management systems for effective functioning of the RC office

2. Ensures provision of **effective communications and administrative support to the office** focusing on achievement of the following results:

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- Maintenance of the filing system ensuring safekeeping of confidential materials. Use of automated filing system. Maintenance of incoming correspondence, making sure files are properly stored and accessible; safe keeping documents; ensure updated e-filing of correspondence, inter-office memorandum and Government communications (in close cooperation with the ICT staff) .
 - Management of RC database and email groups for UN system. Coordination of the information flow in the office and dissemination of corporate and inter office communication to staff as required, follow up on circulation files; receipt, registration, coding and forwarding of incoming letters and other correspondence to relevant office; registration and dispatch of the outgoing communications and follow up distribution.
 - Facilitation of information sharing between UNCT and the UN Coordination Unit.
 - Draft routine correspondence, inter office circulars, and minutes of meeting when requested.
 - Support to organization of events if required.
 - Preparation of RCO budget. Review of the RC funds expenditures and reporting to the direct supervisor.
 - Creation of requisitions in Atlas for RCO projects, register of goods receipt in Atlas.
 - Follow up on deadlines, commitments made, actions taken and coordination of collection and submission of the reports to RC.
 - Screening of all incoming calls and correspondence.
 - Presentation of proposals to eliminate communication bottlenecks in the office.
3. Ensures **effective and efficient functioning** of the UNCT Secretariat:
- Coordinates with and provides support to UNCT working groups and committees.
 - Secretariat and logistical support for UNCT Retreats.
 - Maintenance of databases of meeting notes, reference documents, consultants, facilitators, mission reports, etc.
4. Ensures **facilitation of knowledge building and Sharing/management** focusing on achievement of the following results:
- Participation in trainings for RC staff on administration issues.
 - Organization of specialized trainings for administrative staff, as needed.
 - Organization of trainings to UN staff on administration and protocol issues.
 - Synthesis of best practices and lessons learnt on administration and coordination.

IV. Competencies and Selection Criteria	Description of Competency at Level Required (For more comprehensive descriptions please see the competency inventory)
Core	
Innovation <i>Ability to make new and useful ideas work</i>	Level 3: Adapts deliverables to meet client needs
Leadership <i>Ability to persuade others to follow</i>	Level 3: Proactively seeks and recognizes contributions of others
People Management <i>Ability to improve performance and satisfaction</i>	Level 3: Appropriately involves team in different stages of work and decision-making
Communication <i>Ability to listen, adapt, persuade and transform</i>	Level 3: Expresses information and views with adaptive reasoning and appreciation for complexity and variation
Delivery <i>Ability to get things done while exercising good judgement</i>	Level 3: Takes responsibility for addressing critical situations and delivering core value

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Technical/Functional	
<p>Building Strategic Partnerships</p> <p>Level 1.1: Maintaining information and databases</p> <ul style="list-style-type: none"> <input type="checkbox"/> Analyzes general information and selects materials in support of partnership building initiatives 	<p>Level 3: Implement & Manage: Exercises skills and knowledge independently, demonstrating ability to manage self and team responsibilities, in area of work</p>
<p>Promoting Organizational Learning and Knowledge Sharing</p> <p>Level 1.1: Basic research and analysis</p> <ul style="list-style-type: none"> <input type="checkbox"/> Researches best practices and poses new, more effective ways of doing things <input type="checkbox"/> Documents innovative strategies and new approaches 	<p>Level 3: Implement & Manage: Exercises skills and knowledge independently, demonstrating ability to manage self and team responsibilities, in area of work</p>
<p>Job Knowledge/Technical Expertise</p> <p>Level 1.1: Fundamental knowledge of processes, methods and procedures</p> <ul style="list-style-type: none"> <input type="checkbox"/> Understands the main processes and methods of work regarding to the position <input type="checkbox"/> Possesses basic knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks <input type="checkbox"/> Strives to keep job knowledge up-to-date through self-directed study and other means of learning <input type="checkbox"/> Demonstrates good knowledge of information technology and applies it in work assignments 	<p>Level 3: Implement & Manage: Exercises skills and knowledge independently, demonstrating ability to manage self and team responsibilities, in area of work</p>
<p>Promoting Organizational Change and Development</p> <p>Level 1.1: Presentation of information on best practices in organizational change</p> <ul style="list-style-type: none"> <input type="checkbox"/> Documents 'best practices' in organizational change and development within and outside the UN system <input type="checkbox"/> Demonstrates ability to identify problems and proposes solutions 	<p>Level 3: Implement & Manage: Exercises skills and knowledge independently, demonstrating ability to manage self and team responsibilities, in area of work</p>
<p>Design and Implementation of Management Systems</p> <p>Level 1.1: Data gathering and implementation of management systems</p> <ul style="list-style-type: none"> <input type="checkbox"/> Uses information/databases/other management systems <input type="checkbox"/> Provides inputs to the development of simple system components 	<p>Level 3: Implement & Manage: Exercises skills and knowledge independently, demonstrating ability to manage self and team responsibilities, in area of work</p>
<p>Client Orientation</p> <p>Level 1.1: Maintains effective client relationships</p> <ul style="list-style-type: none"> <input type="checkbox"/> Reports to internal and external clients in a timely and appropriate fashion <input type="checkbox"/> Organizes and prioritizes work schedule to meet client needs and deadlines 	<p>Level 3: Implement & Manage: Exercises skills and knowledge independently, demonstrating ability to manage self and team responsibilities, in area of work</p>

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<ul style="list-style-type: none"> <input type="checkbox"/> Establishes, builds and sustains effective relationships within the work unit and with internal and external clients <input type="checkbox"/> Responds to client needs promptly 	
<p>Promoting Accountability and Results-Based Management</p> <p>Level 1.1: Gathering and disseminating information</p> <ul style="list-style-type: none"> <input type="checkbox"/> Gathers and disseminates information on best practice in accountability and results-based management systems <input type="checkbox"/> Prepares timely inputs to reports <input type="checkbox"/> Maintains databases 	<p>Level 3: Implement & Manage: Exercises skills and knowledge independently, demonstrating ability to manage self and team responsibilities, in area of work</p>

V. Recruitment Qualifications	
Education:	Secondary Education. University Degree or equivalent would be desirable, but it is not a requirement.
Experience:	6 years of progressively responsible secretarial, administrative, or 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:	Proficiency in English and Persian, both written and spoken.