**Administrative Assistant**

**Job title: Administrative Assistant**

**Level: GS-5**

**Position Number:**

**Location: Colombo, Sri Lanka**

**Full/Part time: Full-Time**

**Fixed term/Temporary: Fixed term**

**Rotational/Non Rotational : Non-Rotational**

**Duration : One year (renewable)**

**The Position:**

The Administrative Assistant is responsible for providing administrative and logistical support services to the country office staff and counterparts ensuring high quality, accuracy and consistency of work.

You will work in close collaboration with members of the operations unit to provide organizational functions of the office in terms of: providing effective administrative support to the office; ensure facilitation of knowledge building and management and logistical support.

You will report directly to the Operations Manager (OM).

**How you can make a difference:**

UNFPA is the lead UN agency for reproductive health and rights and delivers a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA’s new strategic plan (2018-2021), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results; we need principled and ethical staff, who embody human rights norms and standards, and who will defend them courageously and with full conviction; we need staff who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

**Job Purpose:**

You will be responsible for delivering quality administrative and logistical support services to the Country Office staff, mastering all relevant administrative rules, guidelines and processes, and applying established systems and procedures. You will be expected to demonstrate strong client and results orientation in service of the country programme.

**You would be responsible for:**

**Administrative and Logistical Support**

* Ensuring optimal communication flows and contributing to uninterrupted operations flow as part of the Operations team within the country office and internal and external CO partners.
* Making all travel arrangements for staff: international and local travel ensuring compliance and conformity with the Travel policy requirements, maintaining updated Travel Database on regular basis for monitoring purposes, including ensuring preparation of timely Travel Authorization and in line with Office Travel Plan.
* Acting as ERP requisitioner for all travel related activities, as well as non-programme/project related procurement of equipment, supplies and services, including ICs in a transparent and time-effective manner.
* Supporting OM in managing of transportation function, dispatches drivers, reviews and certifies vehicle logs, monitors the vehicles movement, ensures timely maintenance of vehicles and reconciliation of vehicle history record sheets, oversees fuel consumption and fuel coupons management, prepares fuel expenditure reports and analysis.
* Acting as petty cash custodian for the office and ensures transparent, accountable and correct transaction as well as provides accurate reconciliation and reporting records.
* Contributing to the smooth running of the office by ensuring clear understanding on the use of office equipment for transmitting correspondence and efficient provision of maintenance of services and supplies, maintain up-to-date office supplies inventory and records, Managing and maintaining sufficient stock of office stationery supplies including maintenance of stock list of stationery.
* Providing customs clearance assistance for UNFPA international procurements and acts as inventory focal person.
* Performing duties of Office Leave monitor and HR Processor ERP tasks, monitor leave, as well as keeping accurate leave balances as required. Ensures timely corrective action in ERP, if required.
* Backstop Admin/Finance Associate and assist OM with performance of operations related activities.

**Qualifications and Experience**

**Education:**

Completion of secondary school education required. First level University degree in Business Administration or related field is an asset.

**Knowledge and Experience:**

* At least 5 years of relevant experience travel and fleet management, logistics and general admin or general office management are required.
* Ability to interpret administrative, finance, travel, logistics and personnel rules, regulations and procedures and explain them clearly and concisely.
* Proficiency in use of spreadsheets, word processing and computerized accounting systems and ERPs.
* Previous experience in the UN is desirable.
* Excellent writing skills.

**Languages:**

Fluency in English, Sinhala or Tamil are required.

**Required Competencies:**

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| **Values:**   * Exemplifying integrity, * Demonstrating commitment to UNFPA and the UN system, * Embracing cultural diversity, * Embracing change | **Functional Competencies:**   * Providing logistical support * Managing data * Managing documents, correspondence and reports * Managing information and work flow * Planning, organizing and multitasking |
| **Core Competencies:**   * Achieving results, * Being accountable, * Developing and applying professional expertise/business acumen, * Thinking analytically and strategically, * Working in teams/managing ourselves and our relationships, * Communicating for impact | |

**Compensation and Benefits:**

This position offers an attractive remuneration package including a competitive salary plus health insurance and other benefits as applicable.

**Disclaimer:**

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Fraudulent notices, letters or offers may be submitted to the UNFPA fraud hotline http://www.unfpa.org/help/hotline.cfm.