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UNESCO CAREERS - EXTERNAL CANDIDATES

Vacancy notice

Title SECRETARIAL ASSISTANT

Domain : General Administrative Support - Secretarial Assistance

Post Number : WHC 031

Grade : G-4

Organizational Unit : SECTOR FOR CULTURE

Primary Location : FR-Paris

Recruitment open to : Internal and external candidates

Type of contract : Fixed Term

Annual Salary : 33721 Euro (EUR)

Deadline (Midnight Paris Time) : Mar 15, 2013

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority of the Director of the UNESCO World Heritage Centre and the direct supervision of the Chief of the Latin America and Caribbean (LAC) Unit, the incumbent shall provide administrative and secretarial assistance to the activities of the LAC Unit, such as:

- Receive, analyse, register and distribute mail, correspondence and other documents; follow-up on deadlines; prepare routine correspondence in French, English and/or Spanish and answer to requests.
- Maintain the Unit's paper and electronic files and reference systems; prepare draft contracts and follow-up as necessary; verify invoices and prepare payment requests; finalize the formatting of documents.
- Assist in the organization of meetings, missions, international conferences and other events; make travel arrangements for missions in the LAC region, prepare correspondence and documents for participants.
- Assist in the monitoring and follow up of the Unit activities, using SISTER.
- Brief/help new Unit employees, consultants, supernumeraries and interns on procedures and practices.

REQUIRED QUALIFICATIONS

Education

- Completed secondary and/or vocational education preferably followed by secretarial training.

Work Experience

- A minimum of three (3) years of relevant experience in secretarial or administrative tasks.

Skills/Competencies

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- Good interpersonal and communication skills, including ability to draft correspondence and correct documents.
- Good organizational, coordination and filing skills.
- Ability to work as part of a team, to take initiative and to provide quality and timely support and services.
- Discretion and capacity to deal efficiently and tactfully with people of different cultural backgrounds.
- Flexibility to adjust work schedules and priorities.
- Good computer skills (MS Word, Excel, Outlook, knowledge of databases, SharePoint, SISTER etc.).

Languages

- Excellent knowledge of either English or French and good knowledge of the other language
- Basic knowledge of Spanish is required.

DESIRABLE QUALIFICATIONS

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BENEFITS AND ENTITLEMENTS

UNESCO's salaries are paid in Euros at Headquarters, exempt from income tax. Other benefits include: 30 days annual leave, family allowance, medical insurance and pension plan.

Please note that UNESCO is a non-smoking Organization.

A WRITTEN EXAMINATION MAY BE USED IN THE EVALUATION OF CANDIDATES.

UNESCO is committed to promoting geographical distribution ([last update](#)) and gender equality within its Secretariat. Therefore, women candidates are strongly encouraged to apply, as well as nationals from non- and under-represented Member States. Persons with disabilities are also encouraged to apply. Worldwide mobility is required for staff members appointed to international posts. UNESCO does not charge a fee at any stage of the recruitment process.