

The mission of WHO is the attainment by all peoples of the highest possible level of health.

Vacancy Notice No: EURO/11/TASR31

Date: 1 June 2011

Title: Administrative Assistant (maternity cover),
(CZH)

Application Deadline: **16 June 2011**

Grade: G5

Duty Station: Prague, Czech Republic

Contract type: Temporary Appointment under Staff
Rule 420.4

Organization unit: EUCO Operations in Countries
(EU_ACO) /
EU_CZH WHO Country Office, Czech Republic
(EU_CZH)

Duration of contract: mid-July 2011 to 12 October
2012

Description of duties:

As part of a team, the incumbent performs a variety of secretarial, coordinating, monitoring and administrative services to ensure the efficient daily running of the Country Office and in support of project/programme activities. Typically, the incumbent performs the following duties:

- Drafts correspondence and documents in consultation with the Head of Office. Independently composes and finalizes correspondence of administrative nature. Revises correspondence, reports, and documents for proper form and (non-technical) content. Takes notes at meetings. Takes and transcribes from dictation, recordings and handwritten drafts. Types reports and other documentation. Arranges duty travel. Acts as informal interpreter/translator when required.
- Scans, records, refers and follows up correspondence and documents, evaluates the urgency or critical nature of items, and bringing them to the attention of the responsible staff. Informs and reminds responsible staff of follow-up dates and deadlines for response or specific actions, supplying supporting material as appropriate.
- Ensures that the e-mail system is used to the maximum - thus all documentation to WHO should be sent by e-mail (i.e. reports, messages, etc.).
- Maintains financial records for the Country Office; prepares and submits financial reports to WHO Regional Office for Europe (EURO); completes cash/advance reconciliations; manages the Country Office petty cash.
- Using the Global Management System, monitors aspects of the implementation of country activities and availability of funds for project/programme budget levels and financial expenditures, according to the approved country work plan. Assembles draft background for planning, monitoring and evaluation (including mini-review) exercises.
- Makes administrative arrangements for country and intercountry activities with regard to preparation of standard contracts as per the established EURO guidelines, recruitment of consultants and temporary advisers, designation/redesignation of WHO Collaborating Centres, and arrangements of study tours and duty travel in accordance with the approved programme budget/collaborative programmes with the country.
- Assists in the organization of meetings held in-the country (working groups, seminars/courses, workshops, and symposia), i.e.: makes general administrative preparations, including organization of practical local

arrangements and advance transport of documents/equipment; arranges hospitality as appropriate. Provides administrative and secretarial support during the meetings, and pays per diem to participants as appropriate (not obligatory). Prepares reports to ensure all activities are well documented as well as administrative reports.

- Establishes and maintains the filing system of technical documents and correspondence. Creates background files and compiles reference material as appropriate. Establishes and updates a proper computerized information system on on-going collaboration, counterparts, WHO Collaborating Centres, activities of other international organizations. Accesses and retrieves information from relevant databases and updates as required. Responsible for sending information to WHO/EURO on a regular basis. Provides Registry archives with purged master files containing key documents for official record purposes.
- Responds to and acts on telephone enquiries in a timely manner. Assesses the critical nature of technical enquiries and refers them to appropriate staff for reply. Coordinates appointments for Head of Office and organizes programmes for visitors.
- Maintains WHO documentation modules (if applicable) and all WHO documentation in consultation with the WHO Information and Documentation Centre as applicable; ensures that information is properly disseminated.
- Provides briefing and guidance to general service and professional staff on general office practices and procedures; assists/replaces colleagues in the team and performs other related duties as required.

REQUIRED QUALIFICATIONS

Education:

Essential:

Equivalent to graduation from secondary school or equivalent technical or commercial school and specialized training preferably in administration/management related fields.

Desirable:

Higher degree of education than secondary school.

Training:

Essential:

Secretarial/administrative training, or equivalent work-related experience, including typing and proven skills on standard office software and note taking. Basic training in accounting principles. Work with computerized systems and databases.

Skills:

Competencies required:

- 1) Communicating in a Credible and Effective Way - Being the first point of communication with the WHO Country Office; good communication skills are essential and will impact on the WHO/EURO and the Country Office's image.
- 2) Fostering Team Integration and Teamwork - This is an essential trait for the environment in which the incumbent is operating.
- 3) Producing Results - A systematic and efficient approach to work is very important in this position; as well as having initiative and taking responsibility for own work.
- 4) Ensuring Effective Use of Resources - The incumbent needs to manage well her/his own time and all the resources given.

5) Respecting and Promoting Individual and Cultural Differences - The incumbent works in an international team and constantly communicates with a large international office.

Experience:

Essential:

Considerable and progressively responsible experience in the secretarial/clerical/administrative field.
Bookkeeping experience.

Desirable:

Experience within UN and/or WHO an asset.

Languages:

Essential:

ENGLISH - To read and understand the essential meaning of a wide variety of written material and the nuances and technical terminology applicable to the job. To compose, draft and adapt correspondence and documentation. To understand and express orally a wide range of information, utilizing an extensive vocabulary, correct grammar and clear pronunciation.

LOCAL Language - To read and understand the essential meaning of a wide variety of written material and the nuances and technical terminology applicable to the job. To compose, draft and adapt correspondence and documentation. To understand and express orally a wide range of information, utilizing an extensive vocabulary, correct grammar and clear pronunciation.

Desirable:

Knowledge of other WHO/EURO regional languages would be an asset.

Additional Information:

This is a LOCAL vacancy and as such, only qualified applicants residing within commuting distance of Prague will be considered. WHO does not cover any expenses related to participation in tests and/or interviews. Short-listed external candidates will be contacted for testing in language and PC skills prior to final interview. Interviews will take place using a competency-based approach. Similar posts could be filled using this vacancy notice.

WHO has an online recruitment system. Therefore, ONLY applications submitted on-line at www.who.int/employment/en will be accepted. All on-line applications are automatically acknowledged. If you do not receive an e-mail within 24 hours confirming receipt of your application, you should verify your on-line profile. In case of repeated difficulties, contact by e-mail hrsrecruitment@euro.who.int indicating the vacancy title and number in the subject line.

Monthly salary: (Net of tax)

37338 Czech Koruna per month at single rate

Not applicable with primary dependants

Online applications are strongly encouraged to enable WHO to store your profile in a permanent database. Please visit WHO's e-Recruitment website at: www.who.int/employment. The system provides instructions for online application procedures.

All applicants are encouraged to apply online as soon as possible after the vacancy has been posted and well before the deadline stated in the vacancy announcement.

WHO is committed to workforce diversity.

Any appointment/extension of appointment is subject to WHO Staff Regulations, Staff Rules and Manual. Only candidates under serious consideration will be contacted.

Currently accepting applications

Off-line applications should be sent to:

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WHO has a smoke-free environment and does not recruit smokers or users of any form of tobacco.