

## CONSULTANT VACANCY ANNOUNCEMENT

<b>Job Title:</b>	<b>Consultant – Personal Assistant to the Representative</b>
<b>Location:</b>	<b>Freetown, Sierra Leone</b>
<b>Contract Type:</b>	<b>Local Individual Consultant</b>
<b>Duty Location:</b>	<b>UNFPA Country Office, Freetown, Sierra Leone</b>
<b>Duration:</b>	<b>6 Months</b>

### **The Purpose of the Consultancy:**

The purpose of this consultancy is to provide senior-level secretarial duties as well as organizational and coordinating functions. She/He is responsible for protocol matters, maintaining full confidentiality in all aspects of the assignment, and follows-up on deadlines and commitments made.

### **Background:**

The consultant will be responsible for the effective functioning of the office of the Representative during this assignment and, will report to the UNFPA Representative. She/He will work under the direct supervision of the Representative or the Deputy Representative, in the absence of the former.

### **Duties and responsibilities:**

- Arrange appointments and maintain the Representative's and Deputy Representative's diaries.
- Receive high-ranking visitors, place, and screen telephone calls, and answer queries with tact and discretion.
- Maintain confidential work and files for the Representative/Deputy Representative.
- Type correspondence, documents, and reports.
- Organize multiple tasks e.g. telephone calls, typing correspondence/documents, downloading of e-mails/documents and distribution of mail to staff members, attending to visitors from in and out of the country and ensuring any security precautions are respected by both visitors and staff.
- Keep track of correspondences requiring action, follow-up, and provide feedback to the Representative in order to meet deadlines.
- Draft non-substantive correspondence at own initiative and ensure follow-up.
- Perform tasks with minimal supervision.
- Prepare briefing materials for the Representative/Deputy Representative for use on their official trips or special meetings.
- Ensure that relevant factual information, briefs, and supporting documentation are provided for meetings and events.
- Check and screen correspondences and leave requests to ensure that these are correctly filled before presentation to the Representative for approval.
- Maintain a weekly schedule of all official meetings involving staff participation and maintain the weekly matrix of actions to be taken by the staff.

- Make travel arrangements/visas for the Representative and Deputy Representative.
- Perform liaison duties with other units.
- Assists other Administrative/Programme Assistants, when necessary, in the logistics for preparations/arrangements for incoming/outgoing missions and staff from Headquarters, Africa Regional Office, and Consultants.
- Liaise closely with and support the Resident Coordinator's Office on special events, meetings, and missions, and update the UNFPA Representative on a daily basis.
- Performs other support duties as required by the Representative/Deputy Representative.

### Qualifications and Experience:

#### Education

Completion of Secondary School Education plus qualifications in secretarial/business education courses. First-level university degree would be an asset.

#### Knowledge and experience

- 6 years of secretarial/administrative experience, preferably part of it with an international organization or the UN.
- Proficiency in current office software applications and corporate IT system
- Strong written and oral communication skills
- Ability to organize effectively, and work under pressure with attention to detail, precision, and accuracy.

### Required Competencies:

<p><b>Values:</b></p> <ul style="list-style-type: none"> <li>• Exemplifying integrity,</li> <li>• Demonstrating commitment to UNFPA and the UN system,</li> <li>• Embracing cultural diversity,</li> <li>• Embracing change</li> </ul>	<p><b>Functional Competencies:</b></p> <ul style="list-style-type: none"> <li>• Providing logistical support,</li> <li>• Managing data</li> <li>• Managing documents,</li> <li>• Correspondence and reports</li> <li>• Managing information and workflow, Planning organizing, and multitasking</li> </ul>
<p><b>Core Competencies:</b></p> <ul style="list-style-type: none"> <li>• Achieving results,</li> <li>• Being accountable,</li> <li>• Developing and applying professional expertise/business acumen,</li> <li>• Thinking analytically and strategically,</li> <li>• Working in teams/managing ourselves and our relationships,</li> <li>• Communicating for impact</li> </ul>	

### Compensation:

The compensation for this position is based on acceptance of deliverables in line with the prevailing UN Consultancy scale upon satisfactory performance

**Mode of application:**

Interested candidates are invited to apply to the email address [sierra-leone.office@unfpa.org](mailto:sierra-leone.office@unfpa.org) not later than 12 January 2023 including:

- Motivational letter
- CV (including working experience and references)
- Copy of certificate(s)
- Only shortlisted candidates will be contacted

**UNFPA Work Environment**

UNFPA provides a work environment that reflects the values of gender equality, teamwork, Embracing diversity in all its forms, integrity, and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and promoting equal opportunities for all. We, therefore, encourage women and persons with disabilities to apply.

**Disclaimer:**

UNFPA does not charge any application, processing, training, interviewing, testing, or other fees in connection with the application or recruitment process. Fraudulent notices, letters, or offers may be submitted to the UNFPA