
JOB PROFILE

Assistant in UNAIDS Belarus Country Office

Mandate of the Country

Provide leadership and coordination for an expanded UN system response to AIDS at the country level. It seeks to promote, support and provide guidance to partners and the UN system to Fast-Track HIV prevention, treatment, care and support in the achievement of the goals under the UNAIDS strategy for 2016-2021.

Coordinate the development of strategic information, documents the trends on the epidemic and the response, as well as provides intellectual leadership on the status of the AIDS response.

Duties and Responsibilities

Under the general supervision of the responsible officer, working closely with others, the incumbent provides administrative and secretarial support, and is assigned part or all the following duties and responsibilities:

Secretarial: screen incoming calls, email and correspondence and handle telephone queries taking appropriate action, draft and finalize correspondence based on instruction or own initiative; proofread and edit, for grammar and style, correspondence and documents before signatures; design and /or draft presentations in PowerPoint; manage the supervisor's calendar, including setting up meetings and appointments, preparing files with background materials; prepare briefings and background materials; ensure coverage arrangements in the absence of the Country Manager.

Contracts: prepare and oversee the preparation of, and manage the division/team contracts and agreements ensuring conformity with UNAIDS administrative rules and procedures; track deliverables and payments.

Personnel-related issues: monitor the contractual status of staff, drawing to the attention of the supervisor in a timely manner contract ending dates; initiate extensions where necessary; monitor due dates of performance evaluation reports; coordinate travel and leave calendar.

Organization of meetings: manage the planning of meetings organized or supported by the Country Office, as well as regular team meetings, including but not

limited to drawing agendas, preparing background files, drafting minutes and note for the record; organize conference calls and video conferences.

General administration: participate in the harmonization of administrative and management systems within the office/team sharing experiences and lessons learned with others; develop and maintain a comprehensive filing system; coordinate quarterly travel plans; and handle all aspects of travel arrangements for the supervisor and other staff/consultants.

Perform other related duties as assigned, including replacing and backstopping for others as required.

Linkages

Internal

Staff at all levels of the country

Purpose

To Give, obtain and exchange information on and coordinate financial and administrative matters. Guidance, administrative oversight and daily cooperation. Teamwork

Teams, divisions and departments throughout UNAIDS, including RSTs

To coordinate activities, exchange information and ensure adherence to UNAIDS processes and quality delivery by the team; to exchange information and coordinate the organization of meetings. Teamwork

External

Officials representing cosponsors, UN and Agencies, partner institutions

Purpose

within the delegated authority, to give and obtain information

Meeting

To exchange information and coordinate meetings related issues; to provide secretarial support during meetings

Service providers, consultants, contractors

To follow up on deliverables and reports

Post requirements

Education:

Essential: completion of secondary education or relevant technical or vocational training.

Desirable: higher education

Experience:

Essential: a minimum of five years of experience in secretarial or administrative or administrative positions, including experience in dealing with administrative issues; some experience with UNAIDS or WHO including knowledge of rules and procedures;

Desirable: experience in the UN System and the use of system such as ERP

Languages:

Essential: excellent knowledge of English, Russian and Belarusian;

Desirable: knowledge of another UN official language

Functional/ technical knowledge and skills:

demonstrated knowledge and skills in office software;

sound knowledge of the UN secretarial and administrative rules, regulations, procedures and practices

Competencies

UNAIDS values:

1. Commitment to the AIDS response
 2. Integrity
 3. Respect for diversity
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Core competencies:

1. Working in teams
2. Communicating with impact
3. Applying expertise
4. Delivering results
5. Driving change and innovation
6. Being accountable