



## ADMINISTRATIVE ASSISTANT

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<b>Location:</b>	Chisinau, MOLDOVA
<b>Vacancy Type:</b>	External
<b>Application Deadline:</b>	10 March 2010
<b>Type of Contract:</b>	Service Contract, SC-6
<b>Languages Required:</b>	English, Russian, Romanian
<b>Starting Date:</b> (date when the selected candidate is expected to start)	1-April-2010
<b>Duration of Initial Contract:</b>	1 year
<b>Expected Duration of Assignment:</b>	1 year, renewable

### Background

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UNIFEM Sub-regional office for the Commonwealth of Independent States (CIS SRO) has been actively working in Moldova since early 2003 and extended continuous support through various programmes and activities aimed at creating an enabling environment for gender equality, recognized as a prerequisite for sustainable development with a strong and active policy on gender equality. In Fall 2009, UNIFEM has successfully mobilized additional financial support from Swedish International Development Cooperation Agency (Sida) to continue its efforts in the country on promoting gender equality and women's advancement with the focus on implementation of gender equality legislation, Convention on Elimination of All Forms of Discrimination (CEDAW) and other gender equality legislative and policy obligations of the state.

Through a participatory process, a programme on "Women's Economic Empowerment through increasing Employability in the Republic of Moldova" (WEE) was elaborated during September-December 2009 in close collaboration with the Ministry of Labour, Social Protection and Family (MLSPF) and the Ministry of Economy (MoE) of the Republic of Moldova with a subsequent submission of the program document to Sida for financial consideration. This programme aims to address the needs of the rural and sub-urban population, especially poor women in exercising their social and economic rights through increasing access to quality information and services in employment and social protection areas. This will be achieved through improving local services, building capacity of the relevant institutions as well as improving policy and legislation based on the gaps identified through their practical application on the ground. The program is designed to be fulfilled within four years within the Government priorities set for 2009-2013 as well as the Reforms launched by the State in the areas of labour market and social protection.

WEE programme implementation is based on three interrelated outcomes/levels of intervention: work at the policy, institutional and regional/local level. With the overall aim to ensure effective programme implementation, UNIFEM plans to hire an **Administrative Assistant**, based in Chisinau, Moldova to support the work of the International Programme Manager and Programme Finance Associate to ensure effective overall programme implementation.

### Duties and Responsibilities

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Administrative Assistant will work under the direct supervision and guidance of International Programme Manager and Programme Finance Associate with the overall aim to support timely and synergetic implementation of the UNIFEM WEE programme in line with the Programme document and as a contribution to the UNIFEM CIS Sub-regional Strategy 2008-2013 (SRS) that specify how the corporate UNIFEM Strategic Plan 2008-2013 (SP) will be implemented in the CIS sub-region.

More specifically, the Administrative Assistant will perform the following tasks:

- Contributing (administrative and logistical) to day-to-day programme implementation in conformity

- with expected results and programme work-plans;
- Organizing missions and administrative support to subcontracted programme activities;
- Compiling and submitting monthly mission and leave plans to the SRO;
- Collecting, sorting and submitting press clippings to the SRO with the inputs of the Program staff;
- Maintaining filing system ensuring safekeeping of program documents, including program mailing correspondence, thus contributing to the implementation of the knowledge management policy of UNIFEM;
- Maintaining project equipment and servicing as well as its records;
- Maintaining records on assets management, preparation of reports;
- Managing office stationery supplies including maintenance of stock list of stationery, distribution of stationery as required by staff and keeping a log of distribution;
- Arranging travel and hotel reservations, preparation of travel authorizations, processing requests for visas, identity cards and other documents;
- Supporting conferences, workshops, retreats, meetings;
- Providing efficient general receptionist and information services;
- Drafting and translation of correspondence, when needed;
- Complying administrative and operations activities with UN/UNIFEM rules, regulations, policies and strategies;
- Providing other support as required by the programme management;

## Competencies

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### Corporate Competencies

- Demonstrates integrity by modelling the UN's values and ethical standard;
- Promotes the vision, mission, and strategic goals of UNDP/UNIFEM;
- Displays cultural, gender, religion, race, nationality, and age sensitivity and adaptability;
- Treats all people fairly without favouritism.

### Functional Competencies

#### *Management*

- Focuses on result for the client and responds positively to feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- Remains calm, in control and good humoured even under pressure;
- Demonstrates openness to change and ability to manage complexities.

#### *Development and Operational Effectiveness*

- Proven ability to problem-solve and think creatively to develop and implement smart business solutions in a challenging socio-economic environment;
- Proven ability to develop detailed operational plans, budgets, and deliver on them for development results.

#### *Knowledge Management and Learning*

- Shares knowledge and experience;
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills.

## Required Skills and Experience

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### Education:

- University degree in relevant field.

### Experience:

- Minimum 3 years of progressively responsible administrative experience is required at the national or international level;
- Proven record of good relationships and experience of collaborative activities with the national

partners.

**Skills:**

- Ability to follow instructions and understand UN and UNIFEM procedures, rules and regulations;
- Good computer skills in Windows environment, knowledge of Internet communications and command of MS Office applications (Word, Excel, PowerPoint) is required; minimum typing speed of 30 w/pm (shorthand typing is an advantage).

**Language Requirements:**

- Fluency in Romanian. Upper intermediate knowledge of English and Russian is required.

**Personal qualities:**

- Attentiveness, good communication skills, Initiative and sound judgment, team player, self-motivation,
- Ability to work harmoniously with persons of different nationalities and cultural background issues;

**Application Process**

Interested persons should submit their application letters and duly completed Personal History Form (P11) with the mark “**Administrative Assistant (WEE Moldova)/UNIFEM Vacancy**” **by 10 March 2010, 17:00 (Moldova time)** to Natalia Galat, UNIFEM CIS at [natalia.galat@unifem.org](mailto:natalia.galat@unifem.org).

Only those short listed will be contacted.

Failure of candidates to submit a duly completed P11 form, as well as false representations on this form, shall constitute sufficient grounds for withdrawal of further consideration of the application. All information provided in the P11 form will be treated as strictly confidential.